

FINAL



**AVAILABLE POSITION:** DIRECTOR OF CORPORATE PARTNERSHIPS

**DATE:** JULY 17, 2017

**CLASSIFICATION:** FULL-TIME

**ORGANIZATION SUMMARY**

The Trust for the National Mall (TNM) stewards private support to design and deliver modern and resilient solutions that will preserve the historic grounds and transform the visitor experience on the National Mall. With 36 million annual visits, the National Mall is one of the most visited parks in the world. In partnership with the National Park Service, we have invested more than \$22 million in private support and helped advocate for an additional \$130 million in Federal Funds.

The National Mall carries the single biggest deferred maintenance figure of any park in the National Park system. Recognizing that Congress has not adequately supported the needed maintenance and improvements to our beloved national treasure over the past forty years, the Trust has embarked on an unprecedented partnership with the National Park Service to raise the necessary funds to accelerate activity in completing critical projects.

**POSITION SUMMARY**

Working closely with the Trust's Chief Development Officer (CDO), the Chief Commercial Officer (CCO) and the Director of Marketing & Partnerships (DMP), the Director of Corporate Partnerships(DCP) manages relationships with corporate supporters and serves as the primary contact for corporate and partnership fulfillment. In addition to stewarding and expanding relationships with corporate partners of the Trust, the DCP assists with the design and implementation of cause marketing promotions, as well as the identification and cultivation of potential corporate supporters. This position also assures that our sponsors and partners receive appropriate recognition at the Trust annual gala benefit and other events, as well as through various media channels. This position reports to the CDO but spends a fair amount of time supporting the work of and expanding the contacts of the CCO and the DMP. The individual will collaborate with other members of the executive team, as well as the Director of Individual Giving and other Development team colleagues.

The ideal candidate will bring an enthusiastic, can-do attitude and proven knowledge of managing and stewarding partnership agreements, ideally in the context of the not-for-profit fund development arena. The successful candidate should have proven experience in working on events, especially large gala or benefit-style events. This position must work closely with outside vendors and others to fulfill the

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agreement requirements of funders, so project management experience is desirable. The successful candidate must have a strong sense of professionalism and exhibit a team approach to development.

## **CORE RESPONSIBILITIES INCLUDE:**

### **A. Project Management**

- Manage donor relationships, specifically of corporate and other sponsors for the Trust's annual gala benefit.
- Lead stewardship, cultivation and fulfillment efforts related to corporate partners.
- Develop strategy surrounding the annual gala fundraising benefit, including the management of vendors and support of volunteer Host Committee; implement the strategy.
- Serve as liaison to the annual gala's event production team.
- Develop and maintain ongoing relationships with donors in the portfolio and communicate regularly by mail, email and phone.
- Create and maintain a tracking system to assure that all partnership agreements are fulfilled and all staff members are well-utilized to support these efforts.

### **B. Fundraising**

- Drive strategy around cause marketing and other corporate engagement opportunities.
- Support CCO in managing the corporate fundraising program.
- Manage a pool of active prospects to meet an assigned annual gala fundraising goal.
- Travel may be necessary as required in meeting with donors and prospects.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

The ideal candidate will have the following experience and qualifications:

- At least five years of progressively responsible experience in corporate and event fundraising.
- Direct, demonstrable experience with managing relationships with donors and vendors.
- Excellent project management skills including influencing, leading, negotiating and delegating abilities.
- A Bachelor's degree from an accredited college/university and knowledge of development techniques; advanced degree and/or fundraising certification (CFRE) preferred.
- Proven success in the management and implementation of fundraising strategy and systems.
- A successful track record of work with volunteer committee members and senior leadership; work with Board members a plus.
- Superior writing and communications skills – the ability to grasp linkages, understand and articulate the Trust's mission and goals to a variety of constituencies.

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## PERSONAL CHARACTERISTICS

**The Director of Corporate & Cause Marketing Partnerships will be:**

- An individual with credibility, good judgment, honesty and trust.
- Able to share information openly and use discretion when dealing with confidential information.
- An individual with a broad knowledge of corporate fund development strategy and implementation.
- A person with excellent analytic and strategic planning abilities.
- Well organized, with exceptional attention to detail, follow-through and deadline oriented.
- Able to solve problems, work independently and excel in a high performance culture.
- A team player with a positive attitude and an understanding and appreciation of stewardship and cultivation.
- Able to view challenges, opportunities and new projects as a chance to develop creative and innovative solutions that stimulate the team.
- Collaborative, positive and proactive style; a strong public ambassador for the Trust; able to create an atmosphere charged with excitement and energy.
- Self-motivated in order to identify prospects and initiate meetings and opportunities in an appropriate manner.
- Highly energetic, flexible, result oriented and able to juggle multiple priorities.
- Outgoing, straightforward and self-possessed; one who shares information readily, listens as well as gives advice and respects the abilities of others.
- A person with the highest level of personal and professional integrity.

## HOW TO APPLY

The Trust offers a competitive compensation and benefits package plus a positive work environment, which encourages personal growth and achievement. Please visit our website at [www.nationalmall.org](http://www.nationalmall.org) for more information about the Trust.

Please send a cover letter, resume and writing sample to [information@nationalmall.org](mailto:information@nationalmall.org) with “Director of Corporate Partnerships\_ Your Name” in the subject line. Please submit all materials in one document in PDF format if possible. No phone calls please.