
Position/Title: Corporate Engagement Manager, Partnerships for Parks

Start Date: Immediate. Applications are preferred by May 28, 2021

Contact: Please send resume and cover letter to mdaly@cityparksfoundation.org

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

The Corporate Engagement Manager will lead and expand the organization's citywide It's My Park Corporate Volunteer Program, which will include rapidly increasing the current fundraising goal of \$300,000 as the pandemic abates and maintaining relationships with over 60 participating companies. The Manager will increase corporate volunteer participation; develop innovative programming in line with current Corporate Social Responsibility trends; foster collaborative relationships among corporate volunteers, Parks staff, and community members; and raise revenue to support Partnerships for Parks. This position reports to the Partnerships for Parks Volunteer Program Director, with significant interaction with CPF's Senior Director of Marketing & Development and Director of Corporate Partnerships, and supervises two volunteer coordinators

RESPONSIBILITIES

- Build relationships with corporate partners to grow and sustain their participation in It's My Park while also identifying contacts for broader funding opportunities across P4P and CPF

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- Work with the Volunteer Program Director and CPF leadership to set fundraising goals and maximize revenue
 - Provide motivation, supervision, and hands-on guidance to corporate volunteers at service projects throughout the five boroughs
 - Identify sites, oversee budgets, order supplies, and manage logistics, tracking, and evaluation of corporate service projects
 - Communicate program information to PFP, CPF, and Parks staff, ensuring compliance with Parks goals and City regulations
 - Document program data as well as share information through reports and presentations for CPF, NYC Parks, corporate clients, and peer organizations
 - Manage program promotion through events, partner organizations, website, e-blasts and newsletters, direct outreach/solicitation, and other outlets
 - Plan donor cultivation events to recognize accomplishments and contributions of corporate volunteers
 - Create, lead, and represent the Corporate Volunteer Program at trainings for staff and community members to improve volunteer management and engagement
 - Develop and expand relationships with community park groups and identify opportunities to connect corporate resources to community needs
 - Support all It's My Park service projects, initiatives, special events, and other Partnerships for Parks projects (as directed)

QUALIFICATIONS

- Minimum four years of experience in volunteer management, sales, event planning, and/or sponsorship/fundraising
- Bachelor's Degree required
- Experience supervising staff is preferred
- Excellent project management, customer service, public speaking, and writing skills
- Ability to work with diverse constituencies, both internal and external to CPF and NYC Parks
- Ability to work independently and initiate projects
- Proficiency in Microsoft Office and Google Workspace; Salesforce (or other CRM) a plus
- Experience in horticulture and parks maintenance a plus but not required
- Experience in Corporate Social Responsibility trends a plus but not required
- Valid NYS Driver's License and able to drive in New York City

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, and salary requirements to: mdaly@cityparksfoundation.org. Put **"Corporate Engagement Manager"** in subject header. Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.