

**Position/Title:** **Manager of Corporate Partnerships**

**Start Date:** **Immediate**

**Contact:** **Send resume and cover letter to [DevoJobs@CityParksFoundation.org](mailto:DevoJobs@CityParksFoundation.org)**

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through arts, environmental education, sports, and community building programs for all New Yorkers. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe and our own neighborhoods on our mainstage in Central Park and in local parks in all five boroughs, and our Swedish Cottage Marionette Theatre and roving PuppetMobile present marionette puppet theater throughout New York City.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of community leaders who care and advocate for the transformation of our neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

### **POSITION SUMMARY**

The Manager of Corporate Partnerships will join a 13 person Development and Marketing team, raising approximately \$11 million annually from individual donors, foundations and institutions, corporate sponsors, and government to support our free programs in New York City parks. Reporting to the Director of Corporate Partnerships, the Manager of Corporate Partnerships will play a vital role in supporting our corporate sponsorship responsibilities.

### **RESPONSIBILITIES**

- Help manage CPF's portfolio of \$2.2 million in corporate partners including tracking and executing all contract benefits, partner relations, and communications
- Work with Director of Corporate Partnerships and colleagues across CPF to ideate and fulfill new opportunities to activate and optimize partnerships for both CPF and our sponsors
- Provide proactive support to department to align CPF properties with partner goals, pitch sponsorships, create proposals and presentations, secure corporate partners, and create client sponsorship reports
- Manage planning and logistics for on-site partner activations across all programs and be the primary contact for all partnership activations, including days, nights and weekends

- Prepare client invoices, acknowledgement letters and end-of-season reporting in a timely manner
- Manage all private entertaining/reception opportunities on site at our SummerStage venue in Central Park for corporate clients
- Maintain all Salesforce records for sponsor donations, as well as correspondence/proposals in Google Drive
- Continuously research, prospect and cultivate new partnership & sponsorship opportunities
- Collaborate with the Marketing Department and Program teams on partnerships and activations
- Supervise department interns

### **QUALIFICATIONS**

- 3-5 years of sponsorship and/or marketing experience with proven track record, nonprofit experience preferred
- Meticulous attention to detail and process, thoroughness, and focus while managing a high pressure, fast paced environment and working under strict deadlines
- Exceptional research, organizational, and oral and written communications skills
- Salesforce experience and familiarity with Google Suite applications strongly preferred
- Excellent time and project management skills and ability to work independently
- Highly collaborative, motivated, resilient, flexible, and proactive
- Must be available to work nights and weekends during the summer on client activations as needed
- Ideally passionate about performing arts, culture, sports, environmental education, community building, or some combination
- Interest in learning about and cultivating corporate marketing, community engagement and philanthropic relationships

### **WORKING FOR CITY PARKS FOUNDATION**

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan 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 must email cover letter, resume and salary requirements to:  
[DevoJobs@CityParksFoundation.org](mailto:DevoJobs@CityParksFoundation.org). Put "Manage of Corporate Partnerships" in the subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.