

National Park Friends Alliance

Executive Director Position Announcement October 1, 2024

LEAD A NATIONAL MEMBERSHIP ORGANIZATION THAT SUPPORTS NATIONAL PARKS

WHO WE ARE: The NATIONAL PARK FRIENDS ALLIANCE provides a network for leaders in philanthropic organizations that work in partnership with the National Park Service. In total, the National Park friends community provides \$400-500 million in funding annually to support our nation's national parks. In addition to providing networking and professional development opportunities, the Friends Alliance works closely with National Park Service leaders to support national initiatives, policies, and procedures that enhance the impact of park partners. Learn more about us and our exciting vision at www.friendsalliance.org.

OUR OPPORTUNITY: This is a unique opportunity to lead a growing organization into its next phase of development. By joining the Alliance leadership, you will play an integral role in moving our mission forward as the non-profit supporting all philanthropic partners of the National Park Service. We are seeking a highly motivated, detail-oriented, organized, creative, and passionate professional with a strong partnership mindset to develop more opportunities and services to serve our membership, manage the overall organizational functions of the Alliance, and build upon existing strong partnerships with the National Park Service (NPS) and the National Park Foundation (NPF). Recent highlights for this burgeoning organization include a multi-year financial commitment from NPF to support operations (along with other grants and program service revenue), membership growth from 0 to 140 within its first year, and an upcoming national conference in Yosemite National Park with 300 attendees registered.

The Executive Director oversees all aspects of leadership and operations of National Park Friends Alliance as an independent 501c3 organization. This includes either oversight of others or direct management of the membership program, in-person and virtual events, special projects, networking groups, and administrative functions. The Executive Director plays a lead role in developing and maintaining relationships with NPS and NPF leadership, sponsors and donors, and the membership community. The work includes board support, directing staff or contractors who maintain finances and recordkeeping, creating budgets and financial cashflow that is sustainable, and building out additional business lines that bring value to members of the organization. New features will be developed based on needs of the National Park Friends Alliance membership. The Executive Director will create a process for ongoing assessment of engagement and learning opportunities. They will ensure that membership program offerings are of deep value that will drive growth in membership.

This is a full-time, 100% remote position. The Executive Director will qualify for benefits to include health, 401K, paid vacation and sick leave, and long & short-term disability coverage. The starting salary for this position is expected to be approximately \$100,000 - \$150,000 annually, commensurate with experience and location. This position reports to the National Park Friends Alliance Board of Directors and oversees the work of consultants, contractors, and future staff positions. In addition to their fiduciary responsibilities and role in evaluating the Executive Director, other board members serve as

thought and policy leaders in collaboration with the Chair and Executive Director.

This announcement closes 11/6/24. All resumes and letters of interest must be received on or before this date.

ESSENTIAL RESPONSIBILITIES:

LEADERSHIP

- Operating the National Park Friends Alliance in accordance with best practices in nonprofit management.
- Maintaining an updated 5 – year business/budget plan and proposed annual operating plan.
- Leadership of strategic visioning for the next 5-years of focus and staffing model to support the vision.
- Develop and maintain relationships with NPS and NPF leadership. This includes ongoing strategic conversations to ensure alignment, service to the partner community, and strong partnerships.
- Develop and maintain relationships with key donors, grantors, and stakeholders.
- Respond to member needs related to partnership technical assistance, partnership concerns, and opportunities to celebrate model partnership work.
- Create feedback loop to continue support of partnership enhancements in NPS policy.
- Strategize with NPFA Board of Directors, NPF, and NPS on ways to remove barriers and challenges to partnership success.
- Represent Friends Alliance at key gatherings such as NPF Board Meetings, National Partnership Council, and Public Lands Alliance as agreed upon with the Board.
- Ensure records are maintained and filed in shared drives.
- Support structure of Board and Committee meetings/work.

PROGRAM DEVELOPMENT AND OVERSIGHT

- Plan and execute annual Hill Day Events for Alliance membership in Washington, D.C.
- Plan and execute annual Virtual meeting.
- Plan and execute annual Fall in-person Friends Alliance meeting.
- Create at least 6 additional virtual webinars annually.
- Develop and maintain a welcome packet with membership program benefits/fee structure.
- Develop and maintain Affinity/Special Interest Networking Groups.
- Develop and launch friends/park leadership roundtable or other partnership forum.
- Grow membership program and newsletter database for outreach communications.

ADMINISTRATION

- Hire and manage staff within the budget and needs of the organization. The ED currently oversees two part-time positions.
- Maintain directly, or through others, accounting systems in QuickBooks Online that meet internal controls for nonprofits.
- Manage directly, or through others, member engagement opportunities through an online platform (currently Circle). Ensure content management and network is supported within Circle.
- Oversee updates to the organization’s website and social media platforms.
- Oversee all correspondence for the organization and ensure maintenance of group email system, monitor email accounts/correspondence, write and format documents for newsletters, meetings, and events.
- Draft and file annual 990 to the IRS.
- Maintain filing commitments for state requirements.

Specific scheduling, meeting, and review activities are to be determined by the Executive Director and the Board Chair. Some travel will be required for in-person attendance at conferences and meetings.

Expenses for required travel will be paid directly by Friends Alliance.

REQUIRED QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Bachelor's degree from an accredited university; Non-Profit Management, Business Administration, Parks and Recreation, or related field or equivalent experience preferred.
- Minimum of 7 years successful experience in management with at least 5 years of experience as a supervisor or related experience and training.
- Proficiency in financial management, budgeting, and resource allocation.
- Experience and knowledge in human resource trends, policies and practices.
- Proven track record of discretion and good judgment while working with highly confidential and sensitive information.
- Demonstrated ability to work well under pressure, prioritize multiple time-sensitive tasks, and meet deadlines.
- Demonstrated experience with partnership-based work; capacity and desire to work with diverse constituencies and a commitment to public interest.
- Passion for the Alliance's mission and motivation to exceed expectations in order to make a positive contribution to the organization and greater community.
- Outstanding communication, presentation, writing and interpersonal skills.
- Strong executive leadership presence.
- Detail-oriented with strong organizational and time-management skills; goal-oriented and self-motivated.
- Possess the ability to work independently and within a collaborative environment with all levels of staff, NPS employees, and partner organizations.
- Excellent computer skills including intermediate level of proficiency or above with Microsoft office applications, knowledge of QuickBooks and Adobe Creative Suite preferred.
- Ability and willingness to travel for Friends Alliance, NPF, and NPS meetings and events.
- Must possess a valid driver's license with a safe driving record.

PHYSICAL REQUIREMENTS: The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description; where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.

- Ability to utilize a computer keyboard (typing) and sit for extended periods within an office environment.
- Employees, at times, staff public and private events to include booths and tables.
- Ability to utilize their own space for office needs.
- Ability to lift and carry up to 20 lbs. when transporting supplies.

ADDITIONAL:

- Passion for the National Park Service and its mission.
- Ability to thrive in and enjoy a fast-moving entrepreneurial environment in a startup-type environment.
- Willingness to work on other duties as assigned, supporting the board, partners, and other contractors/staff on a small collaborative team.
- This position may require travel which includes limited nights, weekends and holidays as necessary.
- All employees of National Park Friends Alliance are subject to mandatory background checks upon hiring.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, genetic information, veteran or military status, pregnancy, marital or familial status, sexual orientation, gender identity or expression, or any other class, trait, or status protected by law. National Park Friends Alliance is committed to providing access and reasonable accommodations in its application process for individuals with disabilities and encourages applicants with disabilities to request any needed accommodation(s) using the contact information below.

Next Steps: If you are qualified and interested, take the next step, and submit your resume, cover letter and relevant writing sample (solicitation letter, proposal, etc.) for consideration to info@friendsalliance.org. Subject line: Executive Search Application. All resume submissions will be treated as confidential.