Manager, Corporate Partnerships

JOIN A MONUMENTAL MISSION!

WHO WE ARE: Gateway Arch Park Foundation is a non-profit conservancy dedicated to ensuring Gateway Arch National Park and its surroundings are a welcoming for all, vibrant, and well supported public space for generations to come. The Foundation partnered with the National Park Service, Great Rivers Greenway, Bi-State Development, City of St. Louis, and other civic interest groups to revitalize the Gateway Arch grounds, museum and surrounding areas. As the official philanthropic partner of Gateway Arch National Park, we fundraise to conserve, maintain, program and support education opportunities at the Park. Learn more about us and our exciting vision at www.archpark.org.

OUR OPPORTUNITY: This is a unique opportunity to join a small, passionate, collaborative team of professionals committed to the future of one of the world’s most iconic national parks and our region. By joining the team, you will play an integral role in cultivating support and raising awareness for our mission as the conservancy for an international icon, the Gateway Arch. We are seeking a detail-oriented, organized, creative, dedicated, motivated, and passionate development professional to join our team. Under the direction of the Director of Philanthropy and External Affairs, the Manager, Corporate Partnerships, will research corporate prospects, help build, manage, and steward our corporate partners and event sponsors.

This is a full-time, exempt position in a flexible working environment with a salary range of $62,000 - $72,000. Benefits include health, parking, 401K, long & short-term disability coverage. This position reports to the Director of Philanthropy and External Affairs as part of six-person development and communications team. The scope of this position includes:

ESSENTIAL RESPONSIBILITIES:
- Corporate Partnership Annual Giving Program
  - Identify, research, cultivate and solicit new corporate members with a focus on new prospect development through research and cultivation
  - Manage stewardship of member companies through special events and benefit fulfillment
  - Manage annual corporate partner appeal through direct mail.
  - Manage renewal of corporate members through direct mail and email appeals
• **Sponsorship**
  - Identify, research and cultivate sponsor prospects for GAPF programs and annual fundraising events with a focus on new sponsor development through research and cultivation
  - Manage sponsorship deck and prepare proposals and solicitations based on opportunities
  - Renew existing sponsors
  - Collaborate with the Events team in sponsor benefit fulfillment
  - Collaborate with the Communications and Marketing team to implement sponsor recognition and impact reporting

• **General**
  - Attend GAPF events outside of regular working hours
  - Represent GAPF at community events
  - Produce regular reports on status of corporate annual giving and sponsorship and moves management
  - Provide park and museum tours to prospects, donors, and community organizations
  - Partner with the Manager, Individual Giving & Stewardship in growing the Corporate Employee Membership Program, identifying prospective candidates for the Friends Advisory Board, and identifying new membership benefit partners
  - Partner with the Volunteer Manager for corporate days of service

**QUALIFICATIONS:**
- Bachelor’s degree required
- Prefer at least three years of fundraising experience with a demonstrated track record of identifying, researching, cultivating and soliciting corporate donors
- Position requires strong research, written and verbal communication skills to identify prospects, prepare and distribute sponsorship opportunities, solicitation appeals, proposals, presentations and reports that convey information effectively and a make a compelling case for corporate support
- Detail-oriented with strong organizational and time-management skills; goal-oriented and self-motivated
- Must have an ability to work both independently and in a team environment while effectively handling multiple priorities
- Must be proficient in Microsoft Office applications. Knowledge of Adobe Creative Suite and Canva preferred
- Knowledge of Raiser’s Edge or similar constituent management system preferred

**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.

- While performing the duties of this job the employee is often exposed to outside weather conditions while moving between various park buildings and on park trails
- The noise level in the office environment is moderate to quiet
- Employees are regularly required to stay stationary in an office environment
- Employees staff public and private events at booths and tables outdoors and indoors

ADDITIONAL:

- Passion for St. Louis, National Parks, and the positive impact the Foundation has on Gateway Arch National Park, the City of St. Louis, and the region
- Ability to thrive in a fast-paced, entrepreneurial environment
- This position requires working occasional nights, weekends and some holidays as necessary
- Willingness to work on other duties as assigned in a small collaborative team of non-profit professionals
- All employees of Gateway Arch Park Foundation are subject to mandatory background checks upon hiring
- A track record of community and professional involvement is preferred

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.

Gateway Arch Park Foundation 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.

Diversity, Equity and Inclusion Statement: The Arch belongs to everyone. Gateway Arch Park Foundation seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences. We are authentic in our work in Gateway Arch National Park and Downtown St. Louis by creating places, programming, and experiences that reflect the community. We are committed to ensuring all feel welcome at the Arch.

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 careers@archpark.org. All resume submissions will be treated as confidential.