

# BE PART OF SOMETHING BIGGER

Assistant Director of Development, Corporate Partnerships  
GATEWAY ARCH PARK FOUNDATION

## MONUMENTAL MISSION

As the official philanthropic partner of Gateway Arch National Park and its neighboring areas, we strive to ensure these grounds and attractions remain a vital, welcoming and well-supported resource for our community and nation for generations to come.

Our work supports conservation, preservation, education and programs that bring the community together.



**Help activate one of our country's most iconic national parks and ensure its future for generations to come.**

## YOUR OPPORTUNITY

This is a unique opportunity to contribute to St. Louis' long-term vision for and development of Gateway Arch National Park and its surrounding areas.

The Foundation has an annual operating budget of \$3.7+ million. We host two major fundraising initiatives each year and support countless free community programs.

Our team is building a dynamic membership, annual giving and sponsorship program with a goal of raising \$5 million annually within the next five years.



**“The Foundation is truly about making St. Louis’ front door all it can be. To come to work every day and support the park that represents our City to the entire world is something I cherish.” –RYAN MCCLURE, EXECUTIVE DIRECTOR**

# ARE YOU?

- Someone with a passion for our city, national parks and civic engagement looking to contribute to the St. Louis region
- Able and eager to develop effective partnerships with a diverse range of constituents
- Appreciative of fundraising best practices and knowledgeable of corporate responsibility practices
- Willing to work collaboratively to navigate government regulations pertaining to corporate support in our national park
- Self-motivated, detail-oriented and someone who enjoys a fast-paced environment
- An excellent and compelling writer and communicator
- A believer in bringing positive energy to coworkers and corporate leaders
- A professional dedicated to community and civic involvement

## ESSENTIAL RESPONSIBILITIES

- **Strategy and Engagement** - develop strategies + individualized fundraising plans for corporate partners and sponsors that inspire a deep philanthropic commitment
- **Relationship Management and Stewardship** - manage day-to-day renewal and stewardship of existing sponsors and corporate partners; research, identify, and solicit new ones
- **Corporate Sponsorships** - work collaboratively with the director of programming and events and the chief interpretation ranger to identify needs and opportunities for corporate support. Seek and secure support for community and educational programming and fundraising events on an annual and ongoing basis
- **Employee Individual Memberships** - develop programs that encourage employees of corporate partners and sponsors to become individual members of the Foundation
- **Donor Communications** - work with communications team to source compelling donor stories and identify new ways to highlight partners in our Foundation communications
- **Development Committee Liaison** - support the director of development in the management of the Development Committee of the Board of Trustees' outreach and fundraising efforts

## STRUCTURE

- Reports to director of development as part of four-person development team
- Also works closely with director of programming and events, data manager and senior manager of communications, in addition to all members of staff

## COMPENSATION

- Starting salary commensurate with qualifications and experience. Range: \$75,000 - \$90,000
- Hybrid work environment
- Excellent benefits, including health, parking, 401K retirement contribution, paid parental leave, long- and short-term disability coverage

# TO APPLY

- Take a five-minute **behavioral assessment**.
- Submit a resume and cover letter that expresses your interest and qualifications for the position to [search@emdconsulting.com](mailto:search@emdconsulting.com).
- Candidates will be considered on a rolling basis, with materials accepted until March 4, 2022.

**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.

**COVID-19 Policy** The Foundation requires that employees be fully vaccinated, with accommodations made for religious and medical exceptions. Unvaccinated employees are required to submit to weekly testing of COVID-19 status.



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FOUNDATION**