



Community Engagement and Partnership Coordinator/ The Nature Foundation of Will County Executive Director

Forest Preserve District of Will County

Contact Name: Donna Suca
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Contact Phone: (815) 722-5667
Closing Date: 2022-07-29
Salary: \$67,792 - \$101,729

Description:

FOREST PRESERVE DISTRICT OF WILL COUNTY

POSITION DESCRIPTION

TITLE: COMMUNITY ENGAGEMENT & PARTNERSHIP COORDINATOR / THE NATURE FOUNDATION OF WILL COUNTY EXECUTIVE DIRECTOR

DEPARTMENT: ADMINISTRATION

FLSA STATUS: EXEMPT

BASIC FUNCTION

The Community Engagement & Partnership Coordinator serves to engage the business community, not-for-profits, foundations, municipalities, special districts, and private entities to promote the Forest Preserve and enrich partnership opportunities. They are in tune with all aspects of the Forest Preserve and are part of the Executive Leadership Team.

This position also serves as Executive Director of The Nature Foundation of Will County, a Friends group for the Forest Preserve District and a 501(c)(3). The Executive Director is responsible for all functions of the foundation including; executive management, board relations, fundraising and development, donor management, strategic planning, marketing and communications, financial and budget development, volunteer program development , program planning and management of events.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Executive Director (FPDWC)
- Chair & Board of Directors (TNFWC)

Supervises:

- Event/Program Coordinator (part-time contracted position)
- Volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promote, manage, and grow the Tree, Bench and Giving Tree donation programs. Find unique ways to expand awareness of these opportunities in and around Will County.
2. Network with Chamber of Commerce organizations throughout Will and surrounding counties to create awareness of the Forest Preserve and Foundation's work, priorities, and initiatives. Maintain active memberships and coordinate events such as Business-After-Hours or sponsorship events. Help to build community and business connections that garner support/sponsorships/corporate donations for the Forest Preserve and Foundation.
3. Network with Rotary, Lion's Club, Kiwanis, and other organizations to create awareness of the Forest Preserve and the Foundation and to secure grant funding for specific projects/programs that are aligned with those organizations' funding priorities.
4. Work with other non-profit organizations seeking to partner with the Forest Preserve to coordinate fundraising efforts.
5. Work with appropriate visitor facility supervisors and program coordinators to identify and assemble all Forest Preserve grant submissions which require the use of the Foundation's 501(c)(3) status to secure funding
6. Meet/collaborate with Forest Preserve Marketing & Communications and Visitor Services departments regularly to identify specific thematic messages/initiatives that would ultimately shape the Foundation's fundraising campaigns and align messaging across all Foundation platforms with that of the Forest Preserve.
7. Organize, coordinate, and execute ribbon cutting and similar events so that both the Forest Preserve and Foundation stakeholders are incorporated into these "friend-raising" celebrations.

The Nature Foundation of Will County

8. Administer and supervise the daily operations of the Foundation on behalf of its Board of Directors and in accordance with established policies of the Foundation and Forest Preserve.
9. Develop and execute the goals, objectives and action items outlined in the Foundation's Strategic Plan, Annual Work Plan, Fundraising Plan, Donor Stewardship Plan, and any other planning documents.
10. Organize all meetings of the Foundation's Board of Directors and Committees; prepare and/or file reports, provide requested information, upload meeting minutes for public inspection, and maintain agendas and minutes on the Foundation's Board Member Portal.
11. Plan and execute all fundraising activities and functions including year-end appeals, Giving Tuesday promotions, Community/Corporate partnership gifts, Legacy Society program and gifts, Donor Advised Fund gifts and major donor gifts.
12. Work with the Foundation Board to plan and execute all activities related to donor and sponsor prospect research, identification, and outreach.
13. Plan and execute all donor stewardship activities which recognize and retain individual, family, small business, and corporate donors.
14. Write proposals and grants to secure funding.
15. Manage any school program fundraisers directed to the Foundation.
16. Plan and execute all Foundation events including its native plant sales, business-after-hours, ticketed events, etc.
17. Coordinate and oversee the Foundation's attendance at all outreach events.
18. Plan and manage all Foundation programs including Learn & Grow Seminars and the Foundation's two grant programs; Restore Will County and Serve Will County.

19. Plan and execute three issues annually of the Foundation's donor newsletter, The Monarch.
20. Design, update and monitor the Foundation's website.
21. Manage and write content for the Foundation's social media accounts.
22. Design/print all Foundation marketing materials and giveaways.
23. Prepare, execute, and manage the Foundation's annual budget including performing basic bookkeeping functions. Report to the Finance Committee and Board on a regular basis. Prepare all financial reports and work with the Foundation's accountant to prepare the Federal and State 990's. Ensure that the Foundation maintains its good standing with the Attorney General's Office.
24. Manage the Foundation office on a day-to-day basis including addressing phone, email, and correspondence.
25. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of non-profit management including board relations, governance, fundraising, donor prospect management, donor stewardship, event coordination, sponsorship, marketing and communications, fiscal management and volunteer or community outreach.
- Ability to facilitate and direct planning and execution efforts for strategic plans, fundraising plans, donor stewardship plans, annual work plans, special events, year-end fundraising campaigns, and other strategic initiatives.
- Strong interpersonal and written communication skills.
- Demonstrated proficiency in writing content and copy to achieve marketing and fundraising goals.
- Strong executive management and interpersonal skills to collaborate interdepartmentally and with the Foundation to achieve both organizations' goals.
- Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in oral and written formats. Work independently, solve complex problems, demonstrate dependability, promptness, punctuality and convey a positive attitude toward others.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) and using mail merge features in Microsoft Word.
- Proficient in Email marketing platforms (MailChimp, Constant Contact, etc.)
- Familiarity with CRM systems (Flipcause)
- Demonstrated accuracy in data entry and possession of high work standards, and an ability to maintain records and computer documents in an orderly fashion.
- Demonstrated decision making, advanced planning, and prioritizing abilities and the ability to perform required duties under stressful situations without supervision.

Pluses

- Experience executing a fundraising campaign such as an annual appeal or event-specific solicitation
- Experience managing social media accounts
- Experience using Adobe Creative Cloud, particularly Adobe Illustrator
- Experience using Quickbooks Online
- Web content and design experience

TRAINING AND EXPERIENCE

- Graduate from an accredited college or university with a BA/BS degree in Business Administration, Non-Profit Management, Parks & Recreation, or related field of study.

- Five to seven years' experience in the professional field
- Five to seven years' supervisory experience
- Experience volunteering on a non-profit board or for a non-profit organization
- Experience supervising volunteers to accomplish fundraising goals
- Must possess and maintain a current and valid Motor Vehicle Operator's license
- Possess or willingness to acquire CFRE Certification (Certified Fund-Raising Executive)
- Possess or willingness to acquire CPRE Certification (Certified Park & Recreation Executive)

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Semi-active job; while performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to manipulate, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, talk, and hear.
- Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in this job is usually moderate.
- This position includes the option of a maximum of 16 hours of remote work during each work week.

PAY RANGE AND ANNUAL SALARY

Salary Grade: 14

Minimum: \$67,792

Midpoint: \$83,045

Maximum: \$101,729