



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

Forest Preserve District of Will County

**Contact Name:** Donna Suca  
**Contact E-mail:** [humanresources@fpdwc.org](mailto:humanresources@fpdwc.org)  
**Contact Phone:** (815) 722-5667  
**Closing Date:** 2023-08-14  
**Salary:** \$70,842 - \$106,308

### **Description:**

FOREST PRESERVE DISTRICT OF WILL COUNTY

#### POSITION DESCRIPTION

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

DEPARTMENT: ADMINISTRATION

LOCATION: SUGAR CREEK ADMINISTRATION CENTER

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. 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 overseeing the essential functions of the foundation including; executive management, fundraising and development, marketing and communications, financial and budget development, and program and event management.

They are in tune with all aspects of the Forest Preserve and are part of the Executive Leadership Team.

#### ORGANIZATIONAL RELATIONSHIPS:

Reports to:

Works Closely With:

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

Supervises:

- Event/Program Coordinators (part-time contracted positions - TNFWC)

- Bookkeeper (part-time contracted position - TNFWC)
- Volunteers
- Executive Assistant
- Community Outreach Coordinator

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work collaboratively with the Foundation Board and Forest Preserve Leadership Team to plan and execute all fundraising activities and functions including donor and sponsor prospect research and outreach, year-end appeals, Community/Corporate partnership gifts, planned giving, and major gifts.
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2. 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.
  3. 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 networking or sponsorship events. Help to build community and business connections that garner support/sponsorships/corporate donations for the Forest Preserve and Foundation.
  4. 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.
  5. Work with other non-profit organizations seeking to partner with the Forest Preserve to coordinate fundraising efforts.
  6. Work with appropriate Visitor Facility Supervisors and Program Coordinators, Recreation Coordinator and Community Outreach Coordinator to identify and assemble all Forest Preserve grant submissions which require the use of the Foundation's 501(c)(3) status to secure funding (this is the same as #12 below)
  7. 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. (see #15)
  8. 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.
  9. Administer and supervise the daily operations of the Foundation and its offices on behalf of its Board of Directors and in accordance with established policies of the Foundation and Forest Preserve.
  10. Work collaboratively with the Forest Preserve Leadership Team and Foundation Board to strategically plan and advance the Forest Preserve's and Foundation's goals and objectives.
  11. 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.
  12. Maintain and grow the Foundation's donor stewardship initiatives which recognize and help to retain individual, family, small business, and corporate donors.
  13. Oversee the planning and execution of Foundation events and initiatives including its fundraising, networking and outreach events, native plant sales, virtual seminars, and grant programs.
  14. Manage the Foundations written and digital content including its donor newsletter, its website and

social media accounts, and its marketing materials. Work collaboratively with the Marketing & Communications Department to promote the Foundation and its programs and events and highlight donor impacts.

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15. Prepare and manage the Foundation's annual budget. Prepare 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.

16. Other duties as assigned.

#### KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of various aspects of non-profit management, event coordination, sponsorship, marketing and communications, fiscal management and volunteer or community outreach.
- 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.
- Experience with Email marketing.
- 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 without supervision.
- Willingness to learn.

#### Pluses

- Experience planning and/or executing a fundraising campaign or event.
- Experience managing social media accounts
- Experience using Adobe Creative Cloud, particularly Adobe Illustrator
- Experience using Quickbooks Online
- Web content and design experience

#### TRAINING & 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

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## WORKING ENVIRONMENT & 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: \$70,842

Midpoint: \$86,782

Maximum: \$106,308

Resumes will be accepted until Friday, August 14, 2023.

Application Procedure: Send a cover letter and resume to:

Donna Suca, Director of Human Resources

Forest Preserve District of Will County

17540 W. Laraway Road

Joliet, Illinois 60433

815.722.5667 (desk)

815.722.3608 (fax) [humanresources@fpdwc.org](mailto:humanresources@fpdwc.org)