



Community Partnership Coordinator- Part-time

Dundee Township Park District

Contact Name: Katie Keller
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Contact Phone: 847-428-7131
Closing Date:
Salary: \$19.00 Per Hour

Description:

Community Partnership Coordinator

Do you enjoy building relationships, securing sponsorships, and helping create memorable community events? Join the Dundee Township Park District as a **Community Partnership Coordinator** and play a vital role in developing sponsorship opportunities, generating alternative revenue, and supporting District-wide events. This position offers the opportunity to connect with local businesses, organizations, and community leaders while helping enhance programs, events, and experiences throughout the District.

Why Join Us?

As the Community Partnership Coordinator, you'll help expand the District's impact by creating meaningful partnerships and sponsorship opportunities that support programs, events, and community initiatives. Working closely with Recreation, Parks, Finance, and Marketing staff, you'll contribute to successful events, strengthen community connections, and help bring new opportunities and resources to the people we serve.

What You'll Do:

- Develop and maintain relationships with corporate sponsors, local businesses, and community partners
- Create sponsorship packages, proposals, presentations, and partnership opportunities
- Secure cash and in-kind sponsorships to support District programs, events, and initiatives
- Track sponsorship revenue, contracts, deliverables, and renewal opportunities
- Ensure fulfillment of sponsorship agreements, including signage, promotional recognition, digital marketing, and on-site benefits
- Collaborate with Marketing & Communications staff to create sales materials and promotional assets
- Prepare post-event and sponsorship reports evaluating attendance, revenue, and overall success
- Assist with the planning, coordination, and execution of District-wide special events
- Work with Recreation staff on event concepts, timelines, logistics, and operational support
- Represent the Park District at community outreach events, networking opportunities, and partner meetings
- Support the District's strategic goals through community engagement and partnership development

- Provide excellent customer service and perform other duties as assigned.

What You Bring:

- Bachelor's degree in Marketing, Communications, Public Relations, Fundraising, Recreation, Hospitality, or a related field; or equivalent experience
- Two or more years of experience in sponsorship development, fundraising, sales, event management, or a related field preferred
- Strong relationship-building, networking, and negotiation skills
- Excellent written, verbal, and presentation communication abilities
- Ability to develop sponsorship opportunities and meet revenue goals
- Strong organizational skills with exceptional attention to detail
- Ability to manage multiple projects and deadlines simultaneously
- Ability to analyze event outcomes and sponsorship performance
- Ability to work independently and collaboratively with staff, sponsors, vendors, and community partners
- Valid Illinois Driver's License and reliable transportation
- CPR/First Aid/AED certification, or ability to obtain within 60 days of hire
- Ability to work evenings and weekends as required for events and community outreach activities
- Spanish-speaking ability is a plus

In Exchange for Your Time and Talent, We Offer:

- Free fitness memberships to our unique fitness facilities
- Free or discounted District programs, merchandise, and concessions
- Access to Credit Union membership

Schedule:

This is a part-time, year-round position averaging approximately 20 hours per week. Hours may vary depending on sponsorship activities and special event schedules.

Typical Hours:

- Weekday office hours generally between 9:00 a.m. and 5:00 p.m.
- Evening and weekend hours required to support special events, sponsorship activities, and community outreach opportunities
- General hours of duty will be approved by the Superintendent of Marketing & Communications

Join Our Team!

If you're a motivated relationship-builder who enjoys connecting with people, developing partnerships, and supporting community events, we'd love to hear from you. Apply today and help create opportunities, experiences, and connections that strengthen our community.

Apply Here: <https://dtpd.bamboohr.com/careers/220>