

Corporate & Community Engagement Manager

Position Summary

The Friends of Governors Island seeks a Corporate & Community Engagement Manager to be part of a high-growth, high-visibility fundraising team that is driving philanthropic support for New York's shared oasis in the Harbor. S/he will manage and grow the Friends' corporate partnerships to maximize revenue and engage new communities in stewarding the Island.

About Governors Island and The Friends

Governors Island is a 172-acre island in the heart of New York Harbor located between Lower Manhattan and the Brooklyn waterfront. A former military base closed to the public for nearly two centuries, today the Island is a popular seasonal destination. An award-winning new park is complemented by dozens of unique historic buildings, environmental educational facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Unlike anywhere else in New York, Governors Island offers peaceful settings with sweeping views of the Harbor, Lower Manhattan skyline and Statue of Liberty. Looking ahead, the Island will be activated year-round as a sustainable campus for learning and innovation, with plans for expanded commercial and non-profit uses in its future.

The Friends of Governors Island is an independent nonprofit that works to ensure the Island's continued growth and accessibility as a vibrant public resource. As the designated fundraising partner of the Trust for Governors Island and the National Park Service, the Friends stewards the Island's green spaces, enhances the visitor experience and builds a community dedicated to the Island's future. For more information, visit www.govisland.org

About the Position

The Corporate & Community Engagement Manager will engage a diverse portfolio of corporate partners in the stewardship and enjoyment of Governors Island by planning fun and fulfilling corporate events, retreats and volunteer outings. Additionally, the Manager will help grow corporate sponsorships, seeking new opportunities and identifying prospects to generate both revenue and visibility for the organization. As this position is a critical part of a small, fun, hardworking, rapidly-growing mission-focused team, the ideal candidate is outgoing, organized, and exceptionally good at building and managing relationships. The Manager will report to the Friends' Chief Development Officer and will supervise a seasonal, full-time Corporate Events Coordinator.

Primary Responsibilities

Corporate Events (70%)

- Manage communications with corporate partners, including initial inquiries, informational calls, and consistent follow-up
- Create compelling corporate event proposals and packages based on client's ideas and event needs
- Oversee the entire process for planning and running corporate volunteer events and retreats, including scheduling, designing a fulfilling event that meets the client's needs, communicating event details, arranging catering and Island activities, and coordinating ferry transportation and security as needed
- Serve as an ambassador for Governors Island by welcoming groups, leading tours and conveying the value and impact of corporate partnerships

- Identify and pitch prospective corporate clients; perform prospect research as needed to engage a wide range of corporate partners
- Work with Island marketing staff to develop promotional materials and marketing strategy for the corporate engagement program
- Collaborate with Island horticulture team to plan, set up, manage and report on successful volunteer gardening projects
- Work with Island operations team and vendors to arrange logistics, activities and meals for corporate groups
- Serve as the main point of contact with corporate groups and build close relationships with group leaders through effective communication and follow-up
- Track both quantitative and qualitative results and feedback from group volunteer activities
- Manage and track program budget; oversee invoicing and payment process for all corporate clients
- Write funding proposals, track impact metrics, and report on grants for corporate volunteer activities

Corporate Sponsorships (20%)

- In collaboration with the Chief Development Officer, increase opportunities for meaningful and profitable corporate partnerships
- Identify prospective sponsors and develop partnership packages that meet their goals
- Work with Island marketing staff to develop sponsor pitch materials

General Responsibilities (10%)

- Supervise Corporate Events Coordinator in the day-to-day execution of corporate retreats and volunteer events
- Perform other administrative and programmatic support tasks as needed, including support for Friends' fundraising and cultivation events
- Facilitate related committees and task forces of the Friends' board of directors

Qualifications:

- Bachelor's degree
- Minimum four years of progressive partnership, program or project management experience
- Exceptional communication and public speaking skills
- An energetic people person who can collaborate with both corporate partners and colleagues, and experience working effectively with people of various backgrounds
- Proven track record as a partnership builder and relationship manager
- Pro-active nature, including taking initiative in business development and in identifying prospective corporate partners
- Flexibility to adapt in a changing environment; excellent problem-solving skills
- Strong organizational skills, with ability to manage multiple projects at once while maintaining solid attention to detail
- Passionate about public spaces and the value they bring to urban environments
- Comfort with and enjoyment working outdoors
- Proficiency with Microsoft Office and Google Suite is required; experience with Asana, Mailchimp, Flickr, and Salesforce is a plus
- Ability to work occasional weekends, as needed for corporate events (compensatory time off will be provided)

- Must have a valid driver's license

To apply: Please send resume and cover letter to jobs@friendsgi.org with "Corporate & Community Engagement Manager" in the subject line.

The Friends of Governors Island does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.