

National Park Friends Alliance

CALL FOR APPLICATIONS

EXECUTIVE ADMINISTRATION SERVICES

The National Park Friends Alliance (“Friends Alliance”) seeks an independent contractor (consultant) for executive administration assistance to the Friends Alliance leadership as Friends Alliance enters its first year of incorporation as an independent non-profit organization and explores what functions are needed for future staffing models. The successful consultant will have a passion for parks and park partners; ability to work independently; problem-solving skills; and highly developed organizational and office automation abilities. The consultant will serve on a team that works to enhance the Friends Group community’s ability to better serve national parks across the country.

ABOUT THE FRIENDS ALLIANCE

The Friends Alliance is a network of executive staff, mostly executive directors, of friends groups and other close partner organizations to the National Park Service (“NPS”). Friends groups raise funds for national parks through philanthropic gifts from individuals, foundations, and corporations. Some friends groups also operate program functions, including retail operations and educational programs.

The Friends Alliance was formed over 25 years ago as a once or twice a year gathering of a handful of executive directors who were raising money at a specified threshold. In recent years, the gatherings have grown to several hundred people, due to the proliferation and professionalization of friends groups and other partner organizations. In 2023, after decades of support from an all-volunteer steering committee and administrative/organizational support from National Park Foundation, the Alliance incorporated into an independent non-profit corporation to be able to better serve its growing membership.

The Friends Alliance is differentiated from other national networks due to its focus on the National Park Service and philanthropy. The Friends Alliance has a positive and influential relationship with the National Park Service and the National Park Foundation and is strongly committed to maintaining and enhancing its ability to work in positive, forward-thinking, and creative ways with both organizations.

CONTRACT DETAILS

This 12-month contract will be between the consultant and the National Park Friends Alliance. The contract will be managed by the Executive Director. Work is fully remote with basic remote office supplies and equipment (furniture, internet access, computer, phone, etc.) the responsibility of the contractor. Scheduled hours are very flexible with requirement for availability during established recurring meeting times, for membership program support and for coordination with the Executive Director, as defined in the scope of work. The Scope of Work is based on specific tasks and deadlines for deliverables and is a less than full time commitment. Some travel, two to three trips, during the period of performance, will be required for in person support of conferences and some meetings. All travel expenses will be pre-approved and fully funded by the Friends Alliance.

12-month contract: \$36,000 (estimate – final offer commensurate with experience)

director@friendsalliance.org

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CONTRACT SCOPE OF WORK

- Manage all correspondence for the organization. Maintain group email system, monitor email accounts/correspondence, write and format documents for newsletters, meetings, and events.
- Attend regularly scheduled meetings, take meeting minutes, and track action items.
- Maintain all minutes, policies, procedures and other documents in an organized file management system currently hosted on an existing Google for Business account.
- Maintain accurate financial records.
- In coordination with the Executive Director and the Board Chair, plan board and committee meetings, establish and manage logistics for board and committee meetings, and manage communication with governance volunteers.
- Manage scheduling functions for the organization.
- Assist in troubleshooting challenges related to systems set up for a new non-profit organization.
- In collaboration with Executive Director and Membership Program Director, manage updates to the new website and web-based membership platform.
- Maintain the membership database and contact lists.
- Provide in-person meeting and event logistics especially as it relates to providing administrative services event planning committees, developing program and event agendas, managing registration, communications, and ticketing.

The contractor must be accessible in a mutually agreed upon and dependable way to the Executive Director during some periods of time on Tuesday, Wednesday, and/or Thursday each week for the coordination of work. The contractor must submit weekly reports to the Executive Director by Friday close of business with an overview of tasks accomplished and a proposed work plan for approval for the following week.

REQUIRED QUALIFICATIONS/SKILLS

High School degree or equivalent with some continuing education at the collegiate level that is relevant to administration or currently working toward an advanced degree in a relevant field. Previous office experience required with previous experience maintaining corporate documents. Knowledge of administrative and clerical procedures and systems such as Google for Business Workspace or Microsoft Office 365, word processing, managing files and records, registration and database management, designing forms and other office procedures and terminology. Previous experience working for a nonprofit organization and supporting executive staff is preferred.

Consultant must have the ability to:

- use technology including computers, tablets (iPad, etc.), multifunction copy machine, networked digital telephone, cellular phone, and LCD projector, and other tech and a/v related items.
- effectively verbally present information to customers, National Park Service and Friends Groups, Alliance committee and Board members, and partner and other organizations.
- respond to common inquiries from members, Board or Committee members, NPS colleagues, and other members of the community.

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- write clearly and coherently in correspondence including email or text or other means of electronic communication.
- work in a team environment as well as operate independently.
- collect and manage data.
- read, analyze, and interpret Friends Group and NPS procedures and guidelines.
- communicate verbally and in writing in the English language.
- read, analyze, and interpret common informational and educational websites, communications, and publications.
- retain information important for the operations of the Alliance and be able to retrieve that information quickly.
- recognize and maintain confidentiality related to proprietary and/or confidential information associated with the Friends Alliance, including but not limited to databases, mailing lists, staff/donor/member/Board and Committee information, usernames and passwords, financial records, and accounts.

The National Park Service and National Park Foundation are key partners to this work and the Friends Alliance contractors work closely with NPS and NPF staff, especially those in their respective partnership offices. It is critical that the selected consultant have some level of familiarity with and passion for NPS, NPF, and the friends community.

TO APPLY

Please submit a resume and cover letter that describes your interest in this position, how you meet the qualifications, and your strategy to deliver on the set scope of work to: director@friendsalliance.org.

Please submit your materials prior to Wednesday, November 1, 2023.

Contract work will begin no later than Tuesday, November 28, 2023.

We appreciate that diversity of all kinds contributes to greater impact and innovation. We are striving to build a diverse team that reflects the races, ethnicities, religions, gender identities, cultures, and lived experiences of the populations our National Parks and Friends Groups serve. We are committed to values of equity and inclusion in the way we work with each other, with partners and peers and in the communities we serve.