



JOB ANNOUNCEMENT

Senior Manager of Partnerships & Communications

FoHVOS seeks a relationship-building and entrepreneurial Senior Manager of Partnerships & Communications to lead the expanding needs of this thriving non-profit. This position executes our organizational communications and oversees our expanding fee-for-service land stewardship program, while supporting the Executive Director with traditional fundraising efforts. This role will expand FoHVOS's impact by developing and maintaining new organizational partnerships and marketing our redesigned Community Conservation program.

The ideal candidate will have conservation knowledge and experience, strong interpersonal skills and business development acumen. They will have experience in community relationship building to generate interest in and revenue for the land trust.

Key Responsibilities

Business Development & Client Relations

- Identify and cultivate new fee-for-service land stewardship clients, while maintaining existing relationships
- Actively support prospect meetings, project scopes and proposals, budgets, timelines, and accurate records of fee-for-service, with FoHVOS staff
- Track progress toward fee-for-service revenue targets, in coordination with Operations Director

Communications & Outreach

- Organize and execute annual communication and outreach calendar for FoHVOS, including segmentation for key audiences and end-of-year giving campaign
- Represent FoHVOS at networking events, conferences, and community meetings
- Assist with planning and execution of conferences and workshops
- Support public programming; including promotion, registration, and follow up

Promotion of Community Conservation Program

- Promote FoHVOS's Community Conservation program to residents in and around Hopewell Valley, including development of promotional materials
- Analyze program performance and participate in strategic adjustments

Development & Fundraising

- Solicit sponsorships for annual fundraising events
- Assist with annual fundraising event planning
- Support donor relations, with Executive Director

Required Qualifications

Education & Experience

- Bachelor's degree or higher; or equivalent professional experience
- Knowledge of basic ecological principles, including invasive species management and restoration ecology
- 6+ years in communications and outreach, partnership management, marketing, relationship building and non-profit development.

Skills & Competencies

- Exceptional relationship-building and interpersonal communication skills



- Strong written communication abilities
- Self-motivated, with an entrepreneurial mindset
- Strong organizational skills and ability to manage multiple projects simultaneously
- Proficiency with Microsoft Office Suite, donor CRM, and project management tools
- Valid driver's license and ability and willingness to travel for meetings and site visits

Preferred Qualifications

- Existing network of contacts within New Jersey environmental, nonprofit, government, or corporate sectors
- Familiarity with ecological restoration project management or consulting
- Knowledge of public and private funding sources for conservation and land stewardship
- Previous experience with traditional non-profit development, including event planning

Compensation & Benefits

This is a full-time position that reports directly to the Executive Director and works closely with other staff. This role has a hybrid work environment and requires flexibility in the schedule, to accommodate events and meetings. FoHVOS offers a competitive compensation package commensurate with experience. Benefits include:

- ICHRA program to subsidize health insurance premiums
- Paid time off (vacation, sick, personal) and paid holidays
- Retirement plan with employer contribution
- Professional development support
- Mission driven, collaborative work environment

Salary range is \$70,000 to \$75,000 annually, depending on qualifications and experience.

Application Instructions

To apply, please submit the following materials via email to: jrogers@fohvos.org; Subject Line: Partnership & Communications Application—[your name]:

- A cover letter detailing your interest and qualifications
- A current resume
- Contact information for three professional references

Applications will be reviewed on a rolling basis until the position is filled.