Esplanade Association

POSITION DESCRIPTION: Programs & Partnerships Manager

JOB TITLE: Programs & Partnership Manager
DEPARTMENT: Programs & Partnerships
REPORTS TO: Executive Director
POSITION STATUS: Full-time, exempt

POSITION OVERVIEW: The Programs & Partnerships Manager leads a fast-paced Department that’s dedicated to providing engaging programs for the community, coordinating a robust corporate and individual volunteer program, identifying new and more inclusive programming and vendor partnerships, enhancing visitor engagement with nature and one another, and supporting a variety of the Esplanade Association’s strategic priorities.

About the Esplanade Association (www.esplanade.org):
The Esplanade Association (EA) is a 20-year-old non-profit dedicated to revitalizing, enhancing, programming, and maintaining the historic Charles River Esplanade in downtown Boston. The Esplanade is a 64-acre park revered for its natural & cultivated beauty, riverfront access, miles of populated running trails, and thoughtful programming. In the last few years, EA launched the Lasting Esplanade Arbor Fund (L.E.A.F.) Initiative, curated three public art murals and a winter illumination experience at the Hatch Shell, produced roughly 70 high-quality events, and much more. It’s an exciting time to join a growing team at a small, visible, and successful non-profit!

RESPONSIBILITIES:

Programs—

- Manage the organization’s wide range of cultural, recreational, and educational programs, including planning, permitting, staffing, budget management, program analysis and reporting, and partner/vendor coordination.
- Research and propose new programs, activities, and partnerships based on organizational goals, including to create and execute more inclusive programming that appeals to a wide array of current and potential Esplanade visitor groups.
- Work closely with EA staff to deliver the operations, marketing, and permitting support promised in event partnership agreements.
- Oversee management of the Volunteer Program, with a particular focus on developing stronger relationships with individual volunteers, and continuing to steward new and strengthened relationships with corporate volunteer groups.
- Partner with Development staff to support program-related fundraising and produce EA signature events, including 5K and Dock Party, and to focus on continued growth of event revenue.
- Serve as main point of contact for the Massachusetts Department of Conservation and Recreation (DCR) on in-
park Esplanade Association events and programming, including management of all Esplanade Association event and programmatic permitting.

- Consistently seek to grow revenue-generating event opportunities on the Esplanade.
- Develop and maintain an annual calendar of all proposed activities on the Esplanade, internal and external, communicating regularly with EA staff and DCR.
- Work closely with EA staff to oversee the development of a comprehensive suite of event/program operational plans and standards, park maps, vendor/partner guidelines, and related initiatives to support the improved operations of EA and non-EA in-park events.

**Partnerships—**

- Serve as an active, personable, and welcoming face for EA in exploring partnerships with interested organizations, individuals, neighbors, companies, institutions, and others and to coordinate EA’s internal evaluation and response to all inquiries.
- Communicate effectively with all current and potential stakeholder groups, particularly EA’s existing stakeholders, partners and donors and those from historically underrepresented groups of partners for EA.
- Maintain and build strong relationships with a wide variety of third-party partners to support program development, marketing, and fundraising/earned revenue production associated with programmatic initiatives.
- Manage evaluation of inbound inquiries for event partnerships on the Esplanade, assessing proposed event’s fit with EA strategic priorities and negotiating agreements with programmatic partners to set clear, shared expectations.
- Seek out partners and vendors with BIPOC-led ownership and staff and a shared commitment with EA to pursuing DEIA goals; e.g., creative entrepreneurs, artists, program content providers, consultants, venue providers for meetings and events, etc.
- Build relationships with organizations leading major events on the Esplanade in order to understand short- and long-term operational impacts, to communicate major event considerations to EA’s audience, and to support cross-promotion efforts.
- Work with EA’s Development team to identify sponsorship opportunities and develop proposals that demonstrate the value of partnership and that lead to partnership, product donation, and/or monetary support.

**Management/Administrative—**

- Supervise all staff in the Programs & Partnerships Department, including coordinating hiring, setting clear expectations and assigning responsibilities, providing regular feedback and performance evaluations, and offering day-to-day supervision.
- Establish and monitor program metrics and department/staff performance expectations that demonstrate achievement of annual goals and program expectations.
- Prepare accurate, timely and helpful updates and reports for Executive Director, Board of Directors, and others as directed.
- Prepare annual summary program reports with suggested changes for future consideration.
- Partner with communications staff to maintain updated content on EA website, newsletter, and in social media communications.
Promote internal communication and information-sharing.

Other—

Other duties as directed or needed

Qualifications:

- Be fun and able to spread joy in your work!
- 3-6 years of experience in program management or related work. Clearly demonstrated capacity to perform the responsibilities of the job will also be weighed for all candidates with relevant experience.
- Experience working with children and/or volunteers a plus.
- Must possess strong writing and editing skills.
- Exceptional organizational skills, ability to handle a variety of responsibilities simultaneously and to set priorities.
- Strong attention-to-detail and follow-through.
- Comfortable working in a team-oriented environment.
- Must possess a customer service mentality, poised under pressure, flexible, and open to change.
- Environmentally conscious and a passion for parks, recreation, and open space a plus!

Compensation:

- We expect to offer a competitive salary for the non-profit and parks sector in Boston that is commensurate with experience and likely to fall between $50,000 and $60,000. Performance and compensation is reviewed regularly and EA looks to provide all employees with paths for professional development and promotion within our organization over time.
- Paid Time Off, Health, Dental, Health Saving Account, 403(b), and Commuter benefits are available.

Logistics:

- Work hours will correspond to programs and events, which will involve flexibility and an ability to work mornings, evenings, and weekends for some activities and are generally Monday-Friday, 9a-5p during other periods. We will seek to identify a balanced schedule with the successful applicant.
- Must have a valid US driver’s license.
- Applicants are subject to Criminal Offender Record Information (C.O.R.I) check.
- Willingness to work in both an indoor and outdoor setting.
- Will need to bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

Application Process:

- Please email cover letter and resume to: jobs@esplanade.org with the Programs & Partnerships Manager job title in the subject line.
- Cover letter must answer to this question: “What is one of your favorite public spaces and why?”
- Each file name should include applicant’s last name.
- No phone calls, please.

The Esplanade Association is an Equal Opportunity Employer and greatly encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key and valued component of our work to promote a welcoming, accessible, and inclusive experience on the Esplanade through an organization that is itself diverse and inclusive.