



Position: Corporate Partnerships Coordinator

Status: Regular full-time, exempt

Reports to: Director of Engagement

Position Summary

Morven Park, Loudoun County's 1,000-acre backyard, is where our visitors know they can find their "happy place." Our magnificent historic estate offers guided tours, educational programs, and picturesque grounds, while our world-class equestrian center hosts highly popular competitions, schooling opportunities, and community events.

Morven Park is owned and operated by a non-profit organization, the Westmoreland Davis Memorial Foundation, which makes our Corporate Partnerships Coordinator position foundational to our success. Come join our friendly and dedicated team that consistently strives for excellence in all that we do, and enjoy an opportunity to advance your career while advancing the mission of the Park.

In this key external facing position, you will be an enthusiastic advocate for Morven Park and its programs while you build relationships with decision makers at local organizations, solicit and steward sponsorship prospects, and manage Morven Park's sponsorship portfolio. You will serve as an ambassador for Morven Park in the Loudoun County business community (and beyond), educating corporate leaders on the benefits of sponsoring programs and events at the Park where hundreds of thousands of annual visitors come to:

**Play. Learn. Discover.
Morven Park**

Our ideal candidate will have:

- A Bachelor's degree and several years of progressive experience in corporate-focused fundraising, including corporate partnerships, sponsorship programs, direct solicitation, stewardship, and moves management.
- A demonstrated track record of measurable success in meeting fundraising goals.
- Excellent interpersonal, verbal, and written communications skills, a positive attitude, and strong work ethic.
- Impeccable organizational skills, strong attention to detail, and disciplined follow-through practices .
- The ability to work independently with limited supervision, as well as collaboratively with other team members.
- A willingness to work a flexible schedule, including occasional weekends and longer special event days.
- Experience with Microsoft Office/365 and Salesforce.
- An eagerness to understand and enthusiastically promote Morven Park's mission and programs.

Responsibilities

- Meet annual sponsorship fundraising goals, and manage and expand the sponsorship program through prospect research, cultivation, solicitation, fulfillment, and stewardship.
- Solicit sponsorship investments from businesses by phone (including cold calls), via in-person meetings and presentations, and through written materials, in coordination with the Director of Engagement.



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- Oversee sponsor benefit fulfillment, involving coordination with multiple team members and vendors.
 - Serve as a visible external relationship manager within the Loudoun County business community.
 - Track and report on weekly deliverables, meet deadlines, and communicate in a clear and timely manner.

Morven Park offers competitive wages based on experience, with benefits for full-time employees including:

- Fully paid employee insurance premiums (medical, dental, and life/disability)
- Paid time off and flexible work schedules
- Observance of federal holidays
- Automatic enrollment in 401(k) plan with company match

To apply, please send a resume to Employment@MorvenPark.org.

The Foundation provides equal opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic or category protected under applicable federal or state law. Equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. All employment decisions at the Foundation are based on merit, qualifications, and abilities.