



TEXAS PARKS & WILDLIFE FOUNDATION ENGAGEMENT MANAGER POSITION DESCRIPTION

Position Summary

The Engagement Manager is responsible for managing Texas Parks and Wildlife Foundation's (TPWF) Stewards of the Wild program (SOTW), creating opportunities for TPWF to engage in personal interaction with prospective TPWF supporters and developing corporate sponsorship for events. This position reports to the Philanthropy and Engagement Director.

Primary Responsibilities

- Works closely with Stewards of the Wild chapters' volunteer leaders to own the overall management, administration, implementation, and growth of the Stewards of the Wild program.
- Creates engagement strategies to build both awareness and support of SOTW.
- Manages the launch of new Stewards of the Wild chapters across the state. Works closely with TPWF staff, donors and trustees to assemble and coordinate leadership, develop meaningful programming and define membership recruiting efforts for each chapter.
- Communicates regularly with volunteer SOTW leadership to oversee programming, including implementation of pre-event/post-event communication and ensuring event success.
- Leads TPWF efforts to support SOTW chapters by identifying appropriate vendors and resources for programming and events.
- Develops and solicits sponsorship opportunities for SOTW program and statewide events, as well as other TPWF events such as Lone Star Land Steward Awards and Texas Conservation Hall of Fame.
- Collaborates with other TPWF staff members as needed to ensure smooth "back office" administration of SOTW events and programming.
- Assists with annual submission of local, state and federal EarthShare renewal applications and participates in virtual/in-person fundraising events as needed.
- Attends events for SOTW chapters across the state to build meaningful relationships with chapter leadership and members.
- Plans and leads outdoor events and excursions (hiking, camping, hunting and fishing, etc.) open to SOTW members across all chapters; plans and hosts the annual SOTW chapter leadership retreat.
- Attends TPWF board meetings and events throughout the year as needed.
- Assists with management of the Stewards of the Wild Mentored Hunting and Fishing initiatives.
- Acquires and maintains sound knowledge and understanding of the mission, values, strategic goals, and programs of TPWD and TPWF.
- Contributes to team effort by accomplishing related results as needed.



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Preferred Background and Skills

- Bachelor's degree, plus at least three years of work experience
- Excellent written, verbal and interpersonal communication skills
- Experience implementing programs and managing volunteers in a non-profit setting are highly preferred
- Experience planning and executing events preferred
- Strong work ethic, organizational skills, sense of urgency, attention to detail, and ability to think and work independently
- Strong interest in conservation, the outdoors and encouraging others to get outside
- Ability to interface with individuals at every level of an organization, both internally and externally
- Ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced setting
- Ability to motivate and work well with diverse volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Advanced skills in Microsoft office including Power Point, Word, Excel
- Strong initiative, self-motivation, integrity and sense of humor

Location & Travel

The Engagement Manager position is based in Austin and works at TPWF's office space located at the Texas Parks and Wildlife Department headquarters, with limited remote work. This position requires occasional weekend work, frequent evening work in connection with events, and significant travel within the state of Texas.

About Texas Parks and Wildlife Foundation and Stewards of the Wild

Texas Parks and Wildlife Foundation's mission is to support Texas Parks and Wildlife Department to ensure that all Texans, today and in the future, can enjoy the wild things and wild places of Texas. Founded in 1991, Texas Parks and Wildlife Foundation raises private funds to advance Texas' proud outdoor traditions and conserve our state's wildlife, habitat, and natural resources. Our vision is for all Texans to have access to the wild things and wild places in our state, both now and for generations to come.

Established in 2013, Stewards of the Wild is TPWF's young professionals program. With member-led chapters in major cities throughout the state, Stewards of the Wild engages 21- to 45-year-old outdoor enthusiasts by hosting exclusive events to raise awareness of conservation issues facing future generations.

To Apply

Please send resume and cover letter to Kate Potts at info@tpwf.org.