GRAND TETON NATIONAL PARK
FOUNDATION

JOB DESCRIPTION

JOB TITLE: Partnership Projects Manager
SUPERVISOR: Vice President of Partnership Projects
LOCATION: Jackson, Wyoming – in-person
WORK SCHEDULE: Full-time, year-round
SALARY RANGE: $70,000 - $85,000

POSITION OVERVIEW

Grand Teton National Park Foundation (GTNPF) is seeking a highly organized, collaborative, and mission-driven Partnership Projects Manager to help advance the organization's work in Grand Teton National Park. Working closely with the Vice President of Partnership Projects, this position supports the planning, coordination, implementation, and evaluation of Foundation-funded projects and programs that strengthen Grand Teton National Park. The manager will play a leading role in overseeing the Foundation's youth engagement portfolio while providing project management support across a diverse range of partnership initiatives.

This position is ideal for an early or mid-career professional who is passionate about public lands, conservation, education, and creating meaningful visitor and community impact. The successful candidate will enjoy balancing project management, relationship building, field coordination, communications, and storytelling while working alongside National Park Service staff, nonprofit colleagues, donors, educators, and community partners. This position offers opportunities to build expertise in nonprofit leadership, National Park Service partnerships, conservation project management, and donor-funded program implementation while working alongside experienced leaders in the field.

CORE RESPONSIBILITIES

- Support the planning, implementation, and evaluation of Foundation-supported partnership projects and programs in collaboration with Foundation staff, Grand Teton National Park, and community partners.
- Serve as the primary lead for the Foundation's youth engagement initiatives, including partner coordination and contracting, logistics, budgeting, tracking outcomes, and program evaluation.
- Assist the Vice President of Partnership Projects with project management, contracting, scheduling, meeting coordination, documentation, and follow-up on approximately thirty Foundation-funded park projects and programs.
- Coordinate project timelines, deliverables, and communications among Foundation staff, National Park Service personnel, contractors, and other project partners.
- Collect, organize, and analyze project metrics and outcomes to support organizational impact reporting, grant reporting, donor stewardship, and organizational communications.

- Prepare briefing materials, reports, presentations, and project updates for internal leadership, donors, board committees, and partner meetings.
- Monitor project budgets, invoices, and expenditures in coordination with Foundation leadership and accounting staff.
- Represent the Foundation professionally with park staff, community partners, contractors, educators, volunteers, and donors.
- Assist with special events, partnership meetings, field visits, and other Foundation activities.
- Support additional partnership projects and organizational priorities as needed.

QUALIFICATIONS / SKILLS

- Bachelor's degree or equivalent professional experience in environmental studies, nonprofit management, public administration, education, project management, or a related field.
- Two to five years of relevant professional experience preferred.
- Excellent organizational skills with the ability to manage multiple projects and competing priorities.
- Strong written and verbal communication skills, with the ability to translate project outcomes into clear, engaging reports and stories.
- Demonstrated project coordination or project management experience.
- Strong interpersonal skills and the ability to build productive working relationships with diverse partners.
- Passion for conservation, public lands, outdoor education, or nonprofit partnerships.
- Comfortable working both independently and collaboratively in a fast-paced environment.
- Proficiency with Microsoft Office applications and common project management and collaboration tools.
- Willingness to occasionally work outdoors, travel within Grand Teton National Park, and support evening or weekend events as needed.

WHY THIS ROLE MATTERS

Grand Teton National Park Foundation helps protect one of America's most iconic national parks by initiating improvements, critical research, and outreach that enrich visitors' experience to help create a stable future for Grand Teton National Park. As Partnership Projects Manager, you will help turn philanthropic investments into measurable, on-the-ground impact while building strong partnerships that benefit the park for generations to come. This role offers the opportunity to work at the intersection of conservation, nonprofit leadership, and the National Park Service, making meaningful contributions to projects that inspire millions of visitors each year.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This is an in-person position based at the Foundation's office in Jackson, Wyoming. The role requires regular site visits in Grand Teton National Park, sometimes in variable weather. Essential functions include:

- Working in the office on a regular schedule
- Traveling to project sites within Grand Teton National Park
- Hiking and walking over uneven, unpaved, or steep terrain
- Lifting and carrying up to 50 pounds

Reasonable accommodations may be made so that individuals with disabilities can perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER

Grand Teton National Park Foundation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by federal, state, or local law. All employment decisions are based on qualifications, merit, and organizational needs.

Applicants who need a reasonable accommodation during the application or interview process may contact employment@gtnpf.org.

HOW TO APPLY

Apply using the application form: https://forms.gle/KtpNyF3iXbocFFRW6

You'll need a Google account to open the application form. If you don't have one, email your cover letter, resume, and references to employment@gtnpf.org with "LAST NAME, FIRST NAME – Partnership Projects Manager" in the subject line. Include your phone number in the email.

Every application will be read and reviewed by a panel of Grand Teton National Park Foundation staff. We do not use AI or automated screening tools to evaluate candidates.

A complete application includes:

1. Cover letter
2. Resume
3. References. A list of two references with name, organization, email, and phone number for each. References may be professional, academic, or volunteer contacts and do not need to include your current supervisor.

PDFs are preferred for all documents. Please name each file LAST NAME, FIRST NAME – Document (for example, Smith, Jane – Resume).

Applications are due by Thursday, December 10, 2026. We will begin reviewing applications as they arrive.

We will contact candidates selected for interviews.