



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. We are looking for someone dedicated and with a proven record to take our corporate partnerships to the next level to help elevate our future programming at the Gardens. If this sounds like you, we would love to speak with you!

Summary

The Corporate Partner Specialist will cultivate and manage relationships with corporate partners to support the Garden's programming and events through sponsorships, partnerships, and the corporate membership program. The Specialist will be responsible for helping to secure sponsorships for our annual fundraiser, ensuring sponsorship agreements are fulfilled, and managing the bench/plaque recognition program. Working closely with the Director of Development and Communication, this position will play a critical role in enhancing the Garden's financial sustainability and community engagement through strategic corporate partnerships.

Essential Functions

Corporate Partnership Management:

- Develop, manage, and grow corporate partnerships to support the Garden's programming and events, including identifying new partnership opportunities and maintaining strong relationships with existing partners.
- Assist in securing sponsorships for the Garden's annual fundraiser, working closely with the development team to meet and exceed fundraising goals. Annual monetary goals will be set.

Sponsorship Fulfillment:

- Ensure all components of sponsorship agreements are fully executed, including logistical arrangements, marketing/promotion commitments, and any other agreed-upon deliverables.
- Collaborate with the marketing and events teams to ensure sponsors receive the agreed-upon recognition and exposure, enhancing partner satisfaction and renewal rates.

Corporate Membership Program:

- Assist with the development and management of the corporate membership program, creating attractive membership packages that meet corporate partners' needs and align with the Garden's objectives.
- Monitor and report on the performance of the corporate membership program, suggesting adjustments to enhance its value and attractiveness to current and potential corporate members.
- Bench/Plaque Program Management:

Bench/Plaque Program:

- Oversee the bench/plaque recognition program, managing all aspects from sales to installation, ensuring a high-quality and timely execution.
- Work closely with facilities and garden operations teams to ensure the placement and maintenance of benches and plaques align with the Garden's aesthetic and conservation goals.

Other Functions

- Work with a wide variety of people to include sponsors, contractors, vendors, donors, board members, volunteers, and staff. Develop relationships with all parties for future growth, expected to steward these relationships within portfolio.
- Other duties as assigned to meet organizational fundraising goals.

Education/Experience

- High School Diploma or GED Required
- Bachelor's Degree Preferred
- 5+ years of experience in corporate partnerships, sponsorship sales, or related field, preferably in a non-profit or similar setting.
- Experience working with a Board of Directors and high-level donors/prospects is a plus.

Knowledge

- Strong understanding of corporate partnership dynamics and sponsorship sales.
- Excellent communication and negotiation skills, with the ability to engage and persuade at all levels of an organization.
- Proficiency in Microsoft Office Suite and experience with CRM systems.
 - Specifically, Word/Excel/PowerPoint/Outlook/Constant Contact/Teams/Zoom/Altru
- Detail-oriented with strong organizational and project management skills, capable of managing multiple projects simultaneously.
- Ability to implement needed information into and out of the Altru database system and understanding of how to use the system to report and create lists for review and mailings.
- Ability to analyze data.
- Excellent written and verbal communication skills.
- Editing and proof-reading skills.
- Ability to manage multiple projects and events at one time and prioritize.
- Ability to manage stress and situations with poise and patience.
- Diplomatic and professional while able to be warm and welcoming.
- Problem-solver.
- Excellent at managing expectations.

Physical Requirements/Work Environment

Primarily Monday through Friday, 8 am to 5 pm, but employee must be willing to work longer hours as projects, events, and deadlines require. Must be available to work as required at festivals, special events or other onsite programs as needed, including the days designated as Staff Workdays. Attend Board meetings and Committee meetings outside of normal working hours. Travel to off-site meetings as required. Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; stand for long periods; and move throughout a multi-facility work location.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This description is not intended as a contract and is subject to change and revision.

Benefits

Medical/Dental/Vision

HRA and FSA Plans

Supplemental Insurance Available

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

9 Paid Holidays per year

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter addressing the following:
 - Discuss your experience as it related to this role
 - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to www.powellgardens.org