

# Friends of Rouge Park and Detroit Outdoors Job Description

## Part-Time Project Manager

**Anticipated Start Date:** January 2019    **Duration:** Six months/20 hours per week

**Application Deadline:** January 7, 2019

The mission of the Friends of Rouge Park (FORP) is to advocate for the protection and enhancement of the natural features and habitats found in Rouge Park and promote existing activities and facilities and appropriate development of future recreational activities. The mission of Detroit Outdoors (D.O.) is to foster connections between youth, community, and nature through leadership training, gear libraries, and access to campgrounds in Detroit, namely Scout Hollow in Rouge Park. The Project Manager position is being created to improve the ability of FORP and D.O. to meet their respective missions and to increase connections with the neighborhoods surrounding Rouge Park.

Under the direction of the FORP Board of Directors and the D.O. Program Director, the Project Manager will assist both organizations in implementing their missions by planning and leading park events and volunteer activities, fundraising, marketing, community outreach and developing the partnerships needed to implement the FORP Master Plan.

### Roles and Responsibilities

#### 1. Event Planner/Leader

- Increase the number of events in the park by planning, facilitating and promoting both FORP events such as nature walks and fundraising events, and events organized by other organizations.
- Work with D.O. to plan and host overnight leadership trainings in Rouge Park and support youth serving organizations leading their own overnight trips.

#### 2. Volunteer Project Coordinator

Plan, coordinate with partner organizations, and lead volunteer work in the park including the annual Rouge Park Appreciation Day, invasive plant removal, planting and management of native plant and trees, trash pick-up, trail development and maintenance, and other volunteer projects.

#### 3. Fundraiser/ Grant Writer

Research and apply for grants, seek out foundations and other corporate support.

#### 4. Liaison

- Work with local government, corporations, non-profits, civic organizations and others to implement FORP's master plan and D.O. program goals.
- Represent FORP and D.O. at organization and government meetings.
- Develop relationships with other organizations to enhance the Friends of Rouge Park's Mission and the Detroit Outdoors Mission.

#### 5. Marketer/Promoter

- Develop promotional materials and compose press releases promoting news and events in the park.
- Promote the use of Rouge Park by the community, and market the park's amenities for activities and events to the city, county and other organizations.

## Relationship with the FORP Board of Directors

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Work with the Membership Chair to increase our membership.
- Other duties as assigned by the Board of Directors.

## Qualifications

The Project Manager will be thoroughly committed to FORP's and D.O.'s missions. All candidates should have proven leadership experience and communication skills.

Specific requirements include:

1. Ability to effectively organize and motivate volunteers.
2. Ability to effectively organize events with several hundred participants.
3. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
4. Strong written and verbal communication skills.
5. Ability to work effectively in collaboration with diverse groups of people.
6. Ability to work independently and be self-directed.
7. Transparent and high integrity leadership.
8. Strong organizational abilities including planning, delegating, program development and task facilitation.
9. Ability to convey a vision of the Friends of Rouge Park's strategic future to government officials, the community, volunteers and donors.
10. Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
11. Spend extended periods outdoors in all seasons/weather conditions.
12. Camp overnight and spend nights at primitive campgrounds (tents, no showers).

Part-time, temporary position: 20 hours per week, 6 months  
(position could be extended if new funding is secured)

Compensation: \$20/Hour

Email resume and cover letter to: [rougepark@gmail.org](mailto:rougepark@gmail.org)