

### ***C&O Canal Trust Position Description***

**TITLE:** Development Associate  
**REPORTS TO:** Director of Development  
**LOCATION:** C&O Canal National Historical Park  
Headquarters in Hagerstown, MD  
**DURATION:** Permanent Employee  
**HOURS:** Full-time



### **Overview**

**Are you ready to bring your energy and skills to help preserve the largest national park in the Washington, DC, region?** The C&O Canal National Historical Park (NHP) runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by the approximately five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, it is one of the most accessible and visited national parks in the nation, attracting higher annual visitation than either Yosemite or Yellowstone.

The C&O Canal Trust (Trust), the official philanthropic partner to the C&O Canal NHP, is seeking a Development Associate (Associate) with a passion for public lands and the nonprofit sector to help build our capacity to provide increasingly robust support to the Park. We are a growing nonprofit that raises funds to preserve and protect the C&O Canal NHP and manages programs that use the Park's natural, historical, and cultural resources for recreational and educational purposes.

### **The Position**

The C&O Canal Trust seeks a Development Associate who will bring an energetic, creative, can-do attitude, excellent communication and interpersonal skills, the ability to manage multiple tasks and meet deadlines, and experience managing CRM databases. This is a new position at the Trust that provides an excellent opportunity for a person looking to pursue a career in professional nonprofit fundraising to experience and contribute to all elements of the development process. This position reports to the Director of Development.

Salary range of \$35,000-\$40,000 based on experience.

### **Duties and Responsibilities**

- Assist with managing the annual fund and with implementing strategies to attract new donors, enhance donor retention, and move supporters through the donor pipeline.
- Research individual donors to identify potential new donors and current supporters with the ability to become major donors.

- Improve the current CRM database (eTapestry) to support donor and prospect tracking, relationships, and segmentation for appeals and outreach. Efficiently and accurately input donor data and generate reports.
- Identify and research opportunities for foundation grants, assist in preparing letters of interest, grant applications, and proposals.
- Manage grant reporting processes, including generating content, tracking timelines, and coordinating input from the Trust team.
- Research and identify opportunities for new corporate support and sponsorships for events and programs.
- Produce digital fundraising content to support annual fund solicitations and online campaigns such as Giving Tuesday, C&O Canal Giving Days, and Washington County Gives.
- Assist with all elements of the annual Park After Dark benefit.

All staff members are required to assist with general organization-wide duties and at major events. Some weekend and evening work will be required.

### **Qualifications**

- Bachelor's degree.
- 1-3 years relevant experience, preferably in the nonprofit sector.
- Excellent verbal and written communication skills, with exceptional attention to detail.
- CRM database experience preferred.
- Ability to manage multiple priorities and meet deadlines.
- Demonstrated online research experience.
- Flexible and self-motivated, able to work both independently and as part of a team.
- Personal qualities of integrity, credibility, and a commitment to and passion for the C&O Canal Trust's mission.
- Genuine interest in pursuing a career in development.

The C&O Canal Trust offers a competitive benefits package including 100 percent employer paid health insurance premiums; vacation, sick, and personal leave; 13 paid holidays; committed colleagues; fun working environment; the C&O Canal Trust's Simple IRA retirement program (up to 3 percent employer matched); and opportunities to work in the Park. We offer a casual work environment.

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age. Please send a cover letter and resume to [jobs@canaltrust.org](mailto:jobs@canaltrust.org). Resumes will be accepted until November 30, 2019.