

## C&O Canal Trust Position Description

<b>TITLE:</b>	Development Associate
<b>REPORTS TO:</b>	Director of Development
<b>LOCATION:</b>	C&O Canal National Historical Park Headquarters in Williamsport, MD
<b>DURATION:</b>	Permanent Employee
<b>HOURS:</b>	Part-time, 20 hours/week



### 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 over 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.

Our role is to engage a community of people – donors, elected leaders, business leaders, recreational visitors, and school children, who understand the value of and support this wonderful national park.

### 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 position provides an excellent opportunity for a person looking to pursue a career in professional nonprofit fundraising.

The Development Associate reports to the Director of Development. The position is based at C&O Canal NHP in a new headquarters building adjoining the Park in Williamsport, Maryland. Trust staff are currently operating under a hybrid model – in office and telework - to allow for on-site collaboration as well as focused telework time.

### Duties and Responsibilities

- Provides operating support for the development team and office administrator.
- Processes and tracks gifts and gift acknowledgments.

- Manages database, ensuring accurate and timely data entry.
- Generates reports and provides analysis.

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.
- Entry-level to mid-level career applicants are welcomed.
- Excellent verbal and written communication skills, with exceptional attention to detail.
- CRM database experience preferred.
- Ability to manage multiple priorities and meet deadlines.
- 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 nonprofit fundraising.

### **Physical Demands and Safety**

Most work is performed in an indoor, office environment. Outside activities will occur with conditions varying by location and environment. The Park includes 184.5 miles along the Potomac River and touches many communities. Travel to a variety of locations will occasionally be required. You must be able to operate normal office equipment and be proficient with the Microsoft Office Suite and donor management software.

### **Travel**

The main work location will be at the Trust offices in the C&O Canal National Historical Park Headquarters in Williamsport, Maryland. Travel to locations throughout the Park will be expected.

### **Compensation**

Compensation for this part-time position is \$16-\$19/hour based on experience and the ability to meet the required responsibilities.

### **To Apply**

For priority consideration, please submit a cover letter and resume to Lauren Riviello, Director of Development, at [jobs@canaltrust.org](mailto:jobs@canaltrust.org) by November 18, 2022. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust go to [www.canaltrust.org](http://www.canaltrust.org).

### **Equal Employment Opportunity**

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.