

Position Description

TITLE: Director of Development
REPORTS TO: President & CEO
LOCATION: C&O Canal National Historical Park Headquarters
142 W. Potomac Street., Williamsport, Md, 21795
DURATION: Permanent beginning April 1, 2023
HOURS: Full-time
<https://www.canaltrust.org/>



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 more than five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, in 2021, it was the eleventh most visited national park in the nation.

The C&O Canal Trust (Trust), the official philanthropic partner to the C&O Canal NHP, is seeking a Director of Development (Director) 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 creative, energetic, and results-oriented Director of Development to lead all fundraising and development activities. Reporting to the President of the Trust, the Director serves as a key leadership team member who is an effective leader with a track record of success in development. The successful candidate will be strategic, analytical, have a strong work ethic, and the ability to excel under pressure and in a variety of venues. The position is based at the C&O Canal NHP's new headquarters building in Williamsport, Maryland. The Director also travels regionally to meet with donors, prospects and volunteers. 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.

Compensation

Salary range of \$60,000-\$70,000 based on experience.

Core Competencies

- Ability to lead and think strategically
- Time management and organizational skills
- Excellent oral and written communication skills
- Ability to work effectively both independently and as a member of our cohesive team
- Strong interpersonal skills
- Creativity combined with successful project execution
- Integrity, credibility, and discretion

Responsibilities

The Director has primary responsibility for advancing and executing all fundraising programs that support the mission of the Trust. The Director coordinates his or her efforts with the Director of Marketing and Communications and the Director of Programs and Partnerships to ensure fully integrated staff leadership; identifies and secures funding for Trust operations and initiatives; maintains relationships with current individual and institutional donors; develops new funding sources; and supports the work of the Development Committee of the Board.

The Director is responsible for all aspects of the development program: major donor and legacy giving; the annual fund; grant writing and management; corporate philanthropy; and special event organization and sponsorships. He or she is assisted by two full-time and one part-time Development Associates. As part of a growing nonprofit, all staff are required to assist with organization-wide duties and at major events. Some weekend and evening work is required.

Qualifications

- Minimum of a Bachelor's degree, Master's preferred.
- Five to 10 years of experience in nonprofit development.
- Proven track record of success in major donor identification, cultivation, solicitation, and stewardship.
- Certified Fund Raising Executive credential preferred.
- Experience writing direct mail solicitations, donor impact reports, and other development-related materials.
- Grant identification, writing, and grant management experience.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work independently and as a team player who productively engages with others within and outside the Trust.
- A professional and resourceful style; shows initiative, and can manage multiple tasks and projects simultaneously.
- Strong organizational and time management skills with exceptional attention to detail.
- Experience planning and managing special events.
- Experience with donor information, tracking, and analysis.

- Knowledge of eTapestry or a similar CRM.
- Experience with prospect research as well as research on funding sources and trends.

Benefits

The C&O Canal Trust offers a competitive benefits package including: 100 percent employer paid health insurance premiums; vacation, sick and personal leave; 14 paid holidays; committed colleagues; the C&O Canal Trust's Simple IRA retirement program (up to 3 percent employer matched); and a surprising number of sunny days in the Park! We offer a fun and casual work environment.

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.

How to Apply

Please send a cover letter and resume to jobs@canaltrust.org. Resumes will be accepted until March 17, 2023.