

C&O Canal Trust Position Description

TITLE: Development Associate

REPORTS TO: Director of Development

LOCATION: **Hybrid**, in office at C&O Canal National Historical Park Headquarters in Williamsport, MD and telework.

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 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 Yellowstone or Yosemite.

The C&O Canal Trust, the official philanthropic partner to the C&O Canal NHP, is seeking a Development 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 promote 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 to experience and contribute to all elements of the development process.

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 operate under a hybrid model – in office and telework – to allow for on-site collaboration as well as focused telework time.

Duties and Responsibilities

- Processes and tracks gifts and gift acknowledgments.
- Manages and maintains donor database, ensuring accurate and timely data entry.
- Assists with data integrity and improvements to eTapestry, generates reports, and provides analysis.
- Provides special event coordination and support for Park After Dark and in-Park giving.

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 of 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.

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 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. Frequent travel to locations throughout the Park will be required.

Salary Range and Benefits

The salary range is \$38,000-\$42,000 based on experience and the ability to meet the required responsibilities. The Trust offers a competitive benefits package including partial telework, 100 percent employer paid health insurance premiums; vacation, sick, and personal leave; 14 paid holidays; and the C&O Canal Trust's Simple IRA retirement program (up to 3 percent employer matched).

To Apply

For priority consideration, please submit a cover letter and resume to Robyn Sumner, Director of Development, at jobs@canaltrust.org by November 13, 2023. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust go to 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.