

## C&O Canal Trust Position Description

<b>TITLE:</b>	Director of Development
<b>REPORTS TO:</b>	President & CEO
<b>LOCATION:</b>	<b>Hybrid</b> , in office at C&O Canal National Historical Park Headquarters in Williamsport, MD and telework. The position requires frequent travel in Montgomery County, MD.
<b>DURATION:</b>	Permanent Employee
<b>HOURS:</b>	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 more than 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 Director of Development 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 creative, energetic, and results-oriented Director of Development to lead all fundraising and development activities. The Director of Development 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 Director of Development reports to the President & CEO. The position is based at the C&O Canal NHP's 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. The Director of Development regularly travels throughout Maryland to meet with donors, prospects, and volunteers, most frequently in Montgomery County.

## **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

## **Duties and Responsibilities**

The Director of Development has primary responsibility for advancing and executing all fundraising programs that support the mission of the Trust. The Director coordinates efforts with the Trust's Director of Programs and Partnerships and Marketing and Communications Manager 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 staff positions. 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. Compensatory time off is available.

## **Qualifications**

- Minimum of a Bachelor's degree, Master's preferred.
- 5-7 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.

**Physical Demands and Safety**

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

**Salary Range and Benefits**

The salary range is \$65,000-\$75,000 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); and a surprising number of sunny days in the Park! We offer a fun and casual work environment.

**To Apply**

For priority consideration, please submit a cover letter and resume to Lauren Riviello, President & CEO, at [jobs@canaltrust.org](mailto:jobs@canaltrust.org) by January 14, 2024. 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.