



TITLE: Development Associate II

REPORTS TO: Development Operations Manager

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 visit it annually for recreation, exercise, and the enjoyment of its unique history as a treasured national resource.

Background:

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, while managing programs that promote the park's natural, historical, and cultural resources for recreational and educational purposes. Our role is to engage a diverse community of people — donors, elected leaders, community groups, business leaders, recreational visitors, and school groups, who understand the value of and support this wonderful national park - to participate in the programs and learn more about the value of stewardship for the benefit of the park both now, and in the future.

Mission Statement: The C&O Canal Trust, as the official philanthropic partner of the Chesapeake & Ohio Canal National Historical Park, works in partnership with the National Park Service and local communities to raise funds to preserve the park for future generations and to broaden support through programs that highlight the park's historical, natural, and cultural heritage and recreational opportunities.

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. Must demonstrate an ability to work independently as well as in teams. Experience working with and/or 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 to include donor relations, supporting Development outreach activities and fundraisers in the park.

The Development Associate reports to the Development Operations Manager. The position is based at C&O

Canal NHP in the 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 and some field work, as required to support various joint Trust and National Park Service collaborative projects.

Duties and Responsibilities

- Assists with coordination of the Bench Donation Program including record-keeping, tracks donor engagement, and serves as Trust representative in working with the NPS team to research and identify potential site locations, and draft reports and compliance presentations as needed to document the program.
- Researches grants, grant writing, tracking, reporting and other related support for Development Operations Manager and grant proposal cycle.
- Assists with outreach to include event support and sponsorship solicitations as assigned.
- Actively maintains a working knowledge of eTapestry and/or related CRMs, ensuring accurate and timely data entry. Assists with data integrity, generates reports, and provides analysis.
- Processes and tracks gifts and gift acknowledgments as assigned.
- Participates as a representative of the C&O Canal Trust development team with meeting outreach roles and responsibilities related to building stakeholder networks focused on growing our canal community, including community partners, donors, volunteers, and sponsors, as assigned.
- Serves as development team POC with programs team to ensure close coordination of development efforts related to Program Teams support.
- Provides support for Development and Trust outreach including annual appeals and bulk mailings.
- Provides special event support for Park After Dark, and other development and Trust outreach activities. Some weekend and evening work will be required.

Qualifications

- Bachelor's degree.
- 3-5 years of relevant experience, preferably in the nonprofit sector.
- Excellent verbal and written communication skills, with exceptional attention to detail.
- CRM database experience required.
- 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.
- 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; however occasional outside activities will occur with conditions varying by location and environment. The Park extends from Georgetown in the District of Columbia along the Potomac River for 184.5 miles, ending in Cumberland, Maryland, touching many canal 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 \$40,000 to \$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 Kalina Sweigert, Development Operations Manager, at jobs@canaltrust.org by May 12, 2025. 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 opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.