

C&O Canal Trust Position Description

TITLE:	Director of Finance & Administration
REPORTS TO:	President & CEO
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 runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by the roughly 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, often attracting higher annual visitation than either Yellowstone or Yosemite.

The **C&O Canal Trust** is the official nonprofit philanthropic partner to the **Chesapeake & Ohio Canal National Historical Park**, working in partnership with the National Park Service to preserve and enhance the park's natural, historical, and recreational resources. Our mission is to engage communities and inspire stewardship to support the park's preservation for future generations. We are a passionate team driven by a love for the outdoors, cultural heritage, and public service.

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 **Director of Finance & Administration** is a key leadership role responsible for the financial health and operational effectiveness of the Trust. This individual will oversee aspects of finance, human resources, and administrative systems, ensuring compliance, transparency, and strategic alignment with organizational goals. As a member of the leadership team, the Director of Finance & Administration will play a critical role in partnering with the management team in strategic decision-making and operations as the Trust continues to enhance its programs and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

The Director of Finance & Administration reports to the President & CEO, works in partnership with the leadership team, and supervises the Operations Associate. The position is based at the C&O Canal's 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.

Financial Management

Provide financial management and oversight for the organization's financial operations from daily operations to high-level management.

- Manage and oversee financial operations, including accounting, cash flow management, financial reporting, and analysis.
- Manage finance planning and budgeting processes and prepare the annual operating budget with the President & CEO. Work closely with staff to develop and implement program and organizational budgets.
- Prepare and present financial reports to the President & CEO and Board of Directors, providing analysis, comparison to budget, and recommendations as needed, ensuring accuracy of all financial records.
- Ensure compliance with all financial reporting and regulatory requirements, including IRS 990 tax filings, registrations, and other reporting requirements and compliance.
- Coordinate and lead the annual audit process in conjunction with external auditors.
- Manage relationships with external partners, including banks, auditors, investment managers, vendors, grantors, and other financial/business service providers.
- Implement a robust agreement and contract management system. Ensure efficient functioning and documentation for all financial systems, including receipts, disbursements, billing, bookkeeping, budgeting, and accounting.
- Update and implement all necessary business policies and accounting practices; improve the department's overall policy and procedure manual.
- Prepare budgets and financial reports for grants and track reporting of expenditures. Work with staff for timely grant proposal and grant report submissions.

Strategic Planning and Leadership

- Work closely with the President & CEO and staff to develop and implement organizational plans that support the organization's mission, vision, and strategic plan goals.
- Develop and implement specific fiscal strategies to support the organization's mission and goals, including growing endowed funds.
- Update and implement all applicable accounting practices and business policies and procedures as needed.

Board Relations, Reporting, and Other Responsibilities

- Report on the financial performance of the organization to the Finance Committee and the full Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities.
- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed.

Human Resources, Technology, and Administration

- Work closely with the President & CEO to further develop and enhance the Trust's human resources and administration.
- Provide oversight and support on human resources functions, including payroll, benefits, and related compliance. Create and maintain excellent financial controls, policies, and procedures.
- Build on and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Bachelor's degree in finance, accounting, business administration, or related field (CPA a plus).
- 7+ years of progressive experience in nonprofit financial and administrative management. A detailed understanding of nonprofit finance and accounting functions is critical.
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance.
- Demonstrated experience with human resources functions, including payroll processing and benefits administration.
- Grants management and reporting experience.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders.
- Ability to work independently and as a team player who productively engages with others within and outside the Trust.
- High degree of ethical responsibility and ability to lead with integrity, discretion, and a collaborative spirit.
- Strong organizational and time management skills with exceptional attention to detail.
- Technology savvy with experience selecting and overseeing software installations.
- Proficiency with QuickBooks, Microsoft Office, and donor databases (Blackbaud or equivalent experience a plus).
- Passion for public lands, conservation, and cultural heritage is a plus!

The Director of Finance & Administration is assisted by one full-time staff position. 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.

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 Quickbooks, Microsoft Office Suite, Google Drive, and donor management software.

Travel

The main work location will be at the Trust's offices in the C&O Canal National Historical Park's headquarters in Williamsport, Maryland. Some travel to locations throughout the park will be required. The C&O Canal includes 184.5 miles along the Potomac River and touches many communities. Mileage reimbursements are offered.

Salary Range and Benefits

The salary range is \$75,000-\$85,000 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; paid holidays; and the 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.

To Apply

For priority consideration, please submit a cover letter and resume to Lauren Riviello, President & CEO, at jobs@canaltrust.org by August 5, 2025. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust, visit www.canaltrust.org.