

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 help protect the largest national park in the Washington, D.C. region? Stretching 184.5 miles from Washington, DC, to Cumberland, MD, the C&O Canal National Historical Park welcomes roughly five million visitors annually, often surpassing the visitation of icons like Yellowstone and Yosemite. As an almost entirely fee-free park, it is one of the most accessible and beloved resources in the nation for recreation, exercise, and the enjoyment of history and nature.

The **C&O Canal Trust** is the official nonprofit philanthropic partner to the **Chesapeake & Ohio Canal National Historical Park**. For nearly 20 years, we have worked in partnership with the National Park Service to raise essential funds and manage programs to preserve and enhance the park's natural, historical, and recreational resources for future generations. Driven by the generosity of individuals, foundations, corporations, and community partners, we have granted nearly \$2 million to the park to support education, conservation, and preservation efforts since our inception in 2007.

We are a passionate team driven by a love for the outdoors, the park's deep cultural and historical significance, and public service. Join us as we continue to grow our organization, expand our work, and deepen our connection with those who love the 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, and the ability to work on multiple tasks and meet deadlines. This position provides an excellent opportunity for an individual 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 fundraising initiatives in the park.

The Development Associate reports to the Director of Development. 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 and some field work, as required to support various joint Trust and National Park Service collaborative projects.

Duties and Responsibilities

- Actively maintains a working knowledge of eTapestry and/or related CRMs, ensuring accurate and timely data entry. Assists the Development Specialist and other members of the Development Team with maintaining and monitoring data integrity, generating reports, and providing analysis for monthly, quarterly, and annual reports.
- Processes and tracks gifts and gift acknowledgments as assigned based on Standard Operating Procedures.
- Researches grant opportunities, assists with grant proposal writing and preparation of grant packages, tracking, mid term and final impact reporting, and other related support for the annual Development Operating Plan and grant proposal cycles.
- Assists with Development Team outreach initiatives, to include event support and sponsorship solicitations, annual appeals, and bulk mailings as assigned.
- Serves as Development Team POC with Program Team to ensure close coordination of development efforts related to Program Team initiatives and the annual Development Operating Plan to achieve strategic goals.
- Assists with coordination of the Bench Donation Program including record-keeping, tracking donor engagement, and serving as Trust representative in working with the NPS team to research and identify potential site locations, draft reports, and prepare compliance presentations as needed to document the program.
- Provides special event support for Park After Dark and other annual Development Team and Trust outreach activities in the C&O Canal National Historical Park.

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 will be required. Compensatory time off is available.

Qualifications

- Bachelor's degree or equivalent experience, preferably in the nonprofit sector.
- Demonstrated online research experience.
- Excellent verbal and written communication skills, with exceptional attention to detail.
- CRM database experience is preferred.
- Ability to manage multiple priorities and meet deadlines.
- Flexible and self-motivated, able to work both independently and as part of a team.
- Personal qualities of integrity and credibility.
- Commitment to the mission of the C&O Canal Trust and to supporting public lands and community engagement.
- Genuine interest in pursuing a career in nonprofit fundraising.

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 Google Workspace and have an awareness of 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 \$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; 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 Maureen Thomas, Director of Development, at jobs@canaltrust.org by February 17, 2025. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust, visit www.canaltrust.org.