

C&O Canal Trust Position Description

TITLE:	Development Specialist
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 Specialist** who will bring an energetic, creative, can-do attitude, excellent communication and interpersonal skills, and the ability to manage multiple tasks and meet deadlines. This position provides an excellent opportunity for a person pursuing a career in professional nonprofit fundraising with a growing organization, 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 Specialist must have experience in preparing grant proposals, monitoring grant cycles for funding related to historic preservation, education, youth programs, and community outreach. They must demonstrate an ability to work independently as well as in teams. Prior experience working with CRM databases is required.

The Development Specialist 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. Additionally, the Specialist will provide on-site support for various Trust events held throughout the park at key points during the year.

Duties and Responsibilities

- Manages the end-to-end grant lifecycle by maintaining the pipeline and Standard Operating Procedures, while collaborating with the Development Team to research, draft, and submit high-quality proposals and impact reports in alignment with the annual Operating Plan.
- Ensures eTapestry and/or related CRM data integrity and assists other team members with tracking updates to system and relevant reporting; identifies and recommends improvements for greater efficiency and effectiveness.
- Tracks gifts and acknowledgements, working with the Development Team members assigned to process and track gifts and gift acknowledgments.
- Generates reports and provides data analysis to support the Director of Development in preparing Board reports, supporting the Development Operating Plan, and assisting the Finance team with recordkeeping.
- Assists Director of Development with monitoring renewal of registrations, to include grant platforms, workplace giving, and community partnership memberships critical to the success of Development Team operations.
- Supports Development Team members with various initiatives.
- 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.
- 3+ years of relevant proposal writing experience, preferably in the nonprofit sector.
- Additional training in grant proposal development preferred.
- 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.
- Commitment to the mission of the C&O Canal Trust and to supporting public lands and community engagement.
- Genuine interest in 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 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 \$45,000 to \$48,000 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.