



Erie Canalway Heritage Fund
P.O. Box 219, Waterford, NY 12188 ■ 518-237-7000
www.eriecanalway.org

JOB OPENING: DEVELOPMENT MANAGER

The **Erie Canalway Heritage Fund, Inc.** is expanding its capacity to commemorate the Bicentennial of the legendary Erie Canal and make tangible investments in heritage conservation, stewardship, education, recreation, and amenities in Canalway Corridor communities and leave its own legacy behind.

The nonprofit organization is seeking to hire an exceptionally talented individual to coordinate and administer a comprehensive culture of philanthropy to meet a wide variety of development and fundraising needs. The selected individual will work under the supervision of the Executive Director and play the lead staff role in planning, coordinating, and implementing development and fundraising activities.

About the Organization

The **Erie Canalway National Heritage Corridor** collaborates with federal and state government, local municipalities, nonprofit organizations, and community residents to preserve and interpret the nationally significant heritage of New York's canal system, provide world-class recreational and educational opportunities, foster economic revitalization, and improve the quality of life in Corridor communities. The Erie Canalway National Heritage Corridor spans more than 500 miles across the full expanse of upstate New York. It includes the Erie, Champlain, Cayuga-Seneca and Oswego canals and their historic alignments. Please visit www.eriecanalway.org for current activities and background information.

The **Erie Canalway Heritage Fund, Inc.** is a not-for-profit corporation, with an IRS 501(c)(3) determination, that works in partnership with a federal Commission to raise, manage and deploy resources for the Erie Canalway National Heritage Corridor.

Position Duties and Responsibilities

Manage identification, cultivation, and solicitation of prospects; properly manage relationships and coordinate efforts of all staff and volunteers engaged in fundraising activities; make asks directly when appropriate; manage donor needs, recognitions and acknowledgments; and manage other administrative duties.

In coordination with the Executive Director:

- ❖ Implement fundraising plans approved by the Executive Director and Board of Directors and achieve fundraising goals.
- ❖ Make sure identifications, cultivations and solicitations are properly coordinated.
- ❖ Develop and manage solicitation materials, case statements, and other resource development materials.
- ❖ Serve as primary coordinator of current Bicentennial fundraising campaign; and other campaign(s) as they may evolve.
- ❖ Serve as primary coordinator for seeking sponsorships to support the 2025 World Canals Conference; and other special events or initiatives as they may evolve.
- ❖ In coordination with staff Program Managers, secure grants, donations and sponsorships from individuals, businesses, corporations and foundations for various Erie Canalway programs and initiatives (current programs needing or benefitting from sponsorships include – Photo Contest & Calendar, NYS Canalway Water Trail, Canalway Challenge, Erie Canal Learning Hub, and Matton Shipyard Preservation and Adaptive Reuse Initiative); assist Program Managers with funding needs, as necessary.
- ❖ Serve as staff person to Development and Fundraising Committee; help coordinate and manage all Committee efforts.
- ❖ Ensure that appropriate systems and procedures are in place to support sponsorship and fundraising goals, tracking systems to acknowledge all donations in timely and appropriate manner.
- ❖ Ensure appropriate donor recognitions; maintain regular donor communications; make sure all reporting requirements are met.

In coordination with Administrative and Program Staff:

- ❖ Manage database, serve as primary custodian of development and fundraising information.
- ❖ Plan and implement special events, including friend raisers, fundraisers, and annual events.
- ❖ Develop and manage appeal letters and direct mailings.
- ❖ Manage Combined Federal and State Employees Federated Appeal (SEFA) campaigns and any other workplace giving initiatives.

In coordination with the Director of Communications & Outreach and other communications-related staff:

- ❖ Build and reach targeted audiences accurately and effectively.
- ❖ Compile donor and supporter lists for electronic and printed uses.
- ❖ Prepare development-related content for social media and other publications.
- ❖ Assist with electronic communications' database management.

In consultation with the Executive Director:

- ❖ Develop (individual) annual work plan consistent with organizational goals and strategic plans and provide progress reports as needed.
- ❖ Perform variety of regular and as needed administrative functions including annual work plan updates, budgets, expenditures, and staff time tracking.
- ❖ Represent organization at events, meetings, and other functions.
- ❖ Perform any other duties as assigned.

Position Requirements

Minimum Qualifications:

- ❖ Personal commitment to preserving and promoting the extraordinary heritage and resources of the Erie Canalway National Heritage Corridor.
- ❖ Experience with identifying, cultivating, and soliciting donations from individuals, businesses/corporations, and foundations.
- ❖ Experience with managing databases and sensitive (private) information.
- ❖ Familiarity with computer technology, software, and social networking platforms.
- ❖ Highly organized and detail oriented, with an ability to multi-task.
- ❖ Excellent writing, communication and relationship building skills.
- ❖ Bachelor's Degree from an accredited college or university.
- ❖ Valid driver's license and willingness to travel for meetings, trainings, and events; willingness to spend occasional overnight away from home and work on weekends.

Preferred Qualifications:

- ❖ Progressively responsible fundraising experience with not-for-profit organization(s).
- ❖ Track record of success in fundraising with individuals, businesses/corporations, and foundations; and managing such relationships over time.
- ❖ Experience managing fundraising campaigns.
- ❖ Experience with planned giving tools and techniques.
- ❖ Familiarity with the NYS Canal System and upstate NY canal communities.
- ❖ Master's Degree, or higher, from an accredited college or university.

Location and Work Environment

The position is based at the organizational headquarters in Waterford, NY, ten miles north of Albany in Peebles Island State Park at the junction of the Erie and Champlain Canals and confluence of the Mohawk and Hudson Rivers. The region offers a wonderful quality of life rich in historic, cultural, and recreational amenities.

A hybrid approach of in-person office presence and telecommuting is negotiable.

Compensation

This full-time position will include a salary of \$70,000 to \$75,000, depending on experience, along with a strong benefits package.

Applications

Qualified candidates should send a thoughtful cover letter and resume electronically to Diane Jennings, Executive Assistant at diane_jennings@partner.nps.gov with the subject "Development Manager".

Please clearly demonstrate in resume and cover letter your track record of success in fundraising with individuals, businesses/corporations, and foundations.

Please submit at least two writing samples relevant to development/fundraising.

Applications without a thoughtful cover letter, a demonstrated record of fundraising success, and two writing samples will not be considered.

Deadline for applications: December 8, 2023.

Target employment start date is January 15, 2024.

Employment will be contingent upon a satisfactory background check.

The Erie Canalway Heritage Fund, Inc. is an equal opportunity employer.