



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

JOB OPENING: PROGRAM MANAGER

The Erie Canal turns 200 years old in 2025! This momentous occasion will not only be defined by celebrations and commemorations, but how we set the stage for the next century of canal relevancy and lasting positive impact.

Do you want to help lay the foundation for the next 100 years by coordinating grants, technical assistance and other investments into present day projects that will serve current and future generations? Do you want to help preserve the New York State Canal System's unique sense of place and invest in recreational and tourism infrastructure and amenities? Do you want to help nurture heritage-based development strategies that will attract visitors and improve Corridor residents' quality of life? Do you want to play a key role in fostering vibrant communities connected by upstate New York waterways?

We are seeking an exceptionally talented and enthusiastic individual who will expand our capacity to plan, develop, manage, coordinate and monitor all aspects of key heritage-based programs and projects. If you are looking for a meaningful full-time professional position, coupled with a strong salary and benefits, this may be the job for you.

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.

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. This position is managed through the Erie Canalway Heritage Fund.

Please visit www.eriecanalway.org for background information and current activities.

Position Overview

The Erie Canalway National Heritage Corridor (through its nonprofit Erie Canalway Heritage Fund, Inc.) is seeking a strong professional to join our team. The Program Manager will develop and manage grant programs and provide technical assistance to municipalities, nonprofits, and other entities working on infrastructure and amenities projects, historic preservation, and events along the NYS Canal System. In addition, the Program Manager will coordinate other special projects, including bicentennial-related activities, and help secure public and private resources for project development. The successful candidate will have a proven ability to maintain positive relationships with stakeholders and be organized and detail oriented.

Duties and Responsibilities

Manage the development and implementation of (1) a joint grants program with the NYS Canal Corporation for tourism infrastructure, amenities and events ([Erie Canalway National Heritage Corridor :: Grants and Funding](#)), (2) the Mohawk Valley Historic Revitalization Grants program ([Erie Canalway National Heritage Corridor :: Mohawk Valley Historic Revitalization Grants](#)), (3) Matton Shipyard revitalization ([Erie Canalway National Heritage Corridor :: Matton Shipyard](#)), and (4) any other assigned projects, including those that are bicentennial related.

- Work in partnership with stakeholders on various aspects of program planning and project implementation, including jointly funded projects as appropriate
 - Work with the communications team on calls for applications, announcements of grant recipients, and other communications
 - Review and revise guidelines and application materials, as needed
 - Assure website and other materials for programs/projects in portfolio are accurate and up to date in collaboration with communications staff
 - Manage application reviews, decision-making and contracts
 - Manage all reporting and relationship requirements
- Identify, secure and manage sources of public and private funding to implement portfolio programs and projects
 - Identify sources of support for programs/projects in portfolio
 - Prepare and submit applications to secure funding
 - Manage contracts and requirements from relevant funding sources
- Coordinate with staff, partners, volunteers and/or contractors related to programmatic and project activities in an efficient and effective manner
- General Administration
 - Develop annual work plan consistent with organizational goals and plans
 - Perform variety of regular and as needed administrative functions including annual work plan updates, budgets, expenditures, and staff time tracking

- Help manage customer relationship management and other information management tools
- Represent organization at events, meetings, and other functions
- Assist with special events, including fundraisers and annual events
- Perform any other duties as assigned

Position Requirements

Minimum Qualifications:

- ❖ Commitment to preserving and enhancing the extraordinary heritage and recreational resources of the Erie Canalway National Heritage Corridor
- ❖ Experience with program and/or project management
- ❖ Ability to apply sound project management practices through development and management of proper scopes of work, budgets, contract documents/agreements and schedules
- ❖ Highly organized and detail oriented, with an ability to multi-task
- ❖ Excellent writing, financial, communication and relationship skills
- ❖ Ability to proficiently utilize relevant computer hardware and software
- ❖ 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 program or project management experience with not-for-profit organization(s), and/or through the private for-profit or public sectors
- ❖ Familiarity with the NYS Canal System, upstate NY canal communities and the network of Erie Canalway's federal, state and local partners
- ❖ 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 \$65,000 to \$70,000, 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 Administrator at Diane_Jennings@eriecanalway.org with the subject "Program Manager".

Please clearly demonstrate in your cover letter and resume your track record of success in program or project management.

Applications without a thoughtful cover letter or a demonstrated record of program/project management success will not be considered.

Deadline for applications: September 22, 2024, or until a qualified candidate is selected.

Target employment start date is October 2024.

Employment will be contingent upon a satisfactory background check.

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