



Erie Canalway Heritage Fund, Inc.
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www.eriecanalway.org

JOB OPENING: TRAILS AND STEWARDSHIP MANAGER

Do you want to expand trail and related opportunities across upstate New York? Are you passionate about outdoor recreation, accessible amenities, sound stewardship, and preserving the NYS Canal System's unique sense of place? If so, join us in advancing recreation-based strategies that attract visitors and improve quality of life for more than 3 million Canalway Corridor residents.

We are seeking a talented and enthusiastic individual who will expand our capacity to develop and manage all aspects of trail, stewardship and related programs and projects. If you are looking for a meaningful full-time 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 talented, team-oriented professional to serve as the primary coordinator of the [NYS Canalway Water Trail](#) and all its components. The Trails and Stewardship Manager is responsible for planning and facilitating recreational [amenities](#) and [accessibility](#) investments and managing and growing our [Stewardship](#) program. The Manager will also coordinate other special projects, help secure public and private resources for project implementation and liaise with key partners and stakeholders.

Duties and Responsibilities Highlights

- Plan, Manage and Develop the **NYS Canalway Water Trail**
 - Promote trail opportunities and experiences
 - Manage and implement amenities assessments/plans
 - Manage and implement accessibility initiatives
 - Identify and oversee installation of signs and put-in/take-out sites
 - Write/edit and coordinate guidebook and map editions
 - Plan and manage paddling events
 - Write e-news, social media and website content
 - Promote and distribute publications
- Plan, Manage and Develop the **Stewardship Program**
 - Recruit, train, supply and manage 100 +/- volunteers
 - Follow-up/troubleshoot on reports/issues
 - Communicate with and recognize stewards
 - Engage in invasive species, water quality, conservation and environmental issues
 - Manage fishing task force
- 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; build and maintain relationships
 - Prepare and submit grant applications and sponsorship requests
 - Manage contracts, budgets and requirements of funding sources
- Work in **partnership with key affiliates and stakeholders** on various aspects of program planning and project implementation, including jointly funded projects
 - Federal: National Park Service
 - NYS: Canal Corporation, Department of Environmental Conservation, Office of Parks, Recreation and Historic Preservation
 - Local communities, organizations and residents
- Serve on various **Committees**
 - Represent Erie Canalway on various trail and related committees
 - Review infrastructure and amenities applications
 - Others as assigned

- **General Administration**

- Develop annual work plan consistent with organizational goals and plans
- Perform variety of regular and as needed administrative functions including work plan updates, budgeting, and staff time tracking
- Help administer customer relationship management and other information management tools
- Represent organization at events, meetings, and other functions
- Assist with site identification, installation, replacement and overall management of wayfinding and interpretive signs
- Assist with special events, including fundraisers and annual events
- Perform any other duties as assigned

Position Requirements

The successful candidate will be well organized and detail oriented, demonstrate excellent verbal and written communication skills, and have a proven ability to maintain positive relationships with key partners and stakeholders. The selected candidate must have the skills to coordinate with staff, partners, volunteers and contractors related to programmatic and project activities in an efficient and effective manner. They will also possess creative, entrepreneurial and leadership qualities.

Minimum Qualifications:

- ❖ Commitment to preserving and enhancing the extraordinary recreational and heritage 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, 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:

- ❖ Experience with outdoor recreation
- ❖ Experience managing volunteers and events
- ❖ Experience raising public and/or private financial resources
- ❖ Experience producing publications
- ❖ 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

- ❖ Familiarity with Neon One customer relationship software
- ❖ Experience with mapping, GIS, and/or Google Earth
- ❖ Master's Degree, or higher, from an accredited college or university

Location and Work Environment

The position is based at the organizational headquarters in Halfmoon, NY, five miles west of 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 Administrator at Diane_Jennings@eriecanalway.org with the subject "Trails and Stewardship 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: October 16, 2026, or until a qualified candidate is selected.

Target employment start date is November 16, 2026.

Employment will be contingent upon a satisfactory background check.

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