



P.O. Box 219
Waterford, NY 12188
518-237-7000
www.eriecanalway.org

JOB OPENING

DEVELOPMENT AND COMMUNICATIONS MANAGER

The Erie Canalway Heritage Fund, Inc. seeks to expand its impact by hiring a talented individual to carry out fundraising/development and communications activities. The individual will assist with integration of fundraising/development and communications functions, where appropriate, while helping to maximize the reach and effectiveness of both.

About the Organization

The **Erie Canalway National Heritage Corridor**, in partnership with the National Park Service, collaborates with communities and organizations 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 more than 200 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, Cayuga-Seneca, Oswego, and Champlain 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

Fundraising & Development Management

Coordinate and administer a comprehensive culture of philanthropy utilizing high quality techniques and best practices to identify and meet fundraising and development needs.

- ❖ Ensure that appropriate systems and procedures are in place to support sponsorship and fundraising goals, including tracking systems to acknowledge all donations in timely and appropriate manner; ensure appropriate donor recognition and regular donor communication
- ❖ Develop and manage individual and corporate appeal letters, direct mailings, solicitation materials, case statements, and other resource development materials
- ❖ Manage mailings for resource development, annual reports, and other efforts (also see database management)
- ❖ Manage State Employees Federated Appeal (SEFA) campaign and any other workplace giving initiatives
- ❖ Seek and secure grants, donations and sponsorships for various programs and initiatives from businesses, corporations and foundations
- ❖ Provide support to a Major Donor Initiative

- ❖ Provide support for private foundation and public sector grants managed by other staff
- ❖ Serve as staff lead to Development and Fundraising Committee; coordinate and manage all committee efforts

Event Planning and Management

Plan and implement special events, including friend-raisers, fundraisers and an annual event.

- ❖ Help identify event opportunities
- ❖ Coordinate all event logistics
- ❖ Seek event sponsors; cultivate and manage relationships
- ❖ Coordinate all follow-up
- ❖ Manage annual *Heritage Award of Excellence* program

Communications & Outreach Support

Work closely with Director of Communications & Outreach to accurately and effectively build and reach targeted audiences.

- ❖ Gather content and write articles for newsletters and reports
- ❖ Compile donor and supporter lists for electronic and printed uses
- ❖ Prepare content for social media
- ❖ Assist with web site(s) administration and maintenance
- ❖ Assist with electronic communications' database management

Database Management

Manage database, serving as primary custodian of information.

- ❖ Perform and monitor additions, revisions and deletions
- ❖ Produce queries and other reports/tools to implement mailings or other targeted efforts
- ❖ Engage staff in identifying needs and improvements; where appropriate, train staff in proper use
- ❖ Serve as liaison with printers, mailing companies, etc.

Administration

Work closely with Executive Director, Director of Communications & Outreach, program and administrative staff to properly operate and manage organization and its relationships.

- ❖ Manage donor and grant reporting requirements
- ❖ Develop 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

Reports to: Executive Director and the Director of Communications & Outreach

Position Requirements

Minimum Qualifications

- ❖ Personal interest in and commitment to preserving and promoting the extraordinary heritage and resources of the Erie Canalway National Heritage Corridor
- ❖ Familiarity with fundraising and development practices and implementation
- ❖ Familiarity with technology and social networking platforms
- ❖ Highly organized and detail oriented; ability to multi-task
- ❖ Excellent communication and relationship building skills
- ❖ A team player capable of working independently
- ❖ Willingness to travel for meetings, trainings, and events; occasional overnight and weekend
- ❖ Bachelor's Degree
- ❖ Valid driver's license

Preferred Qualifications

- ❖ Progressively responsible experience in development and/or communications with not-for-profit organizations
- ❖ Demonstrated ability to motivate sponsors, donors, volunteers and staff to action
- ❖ Experience planning and implementing special events
- ❖ Master's Degree or higher

Location

The position is located 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.

Compensation

This full time position includes a competitive salary and benefits package.

Applications

Qualified candidates should send a resume and thoughtful cover letter to:

Erie Canalway Heritage Fund, Inc.

Re: Development & Communications Manager

PO Box 219

Waterford, NY 12188

Interviews will begin in January 2018 and continue until the position is filled. The anticipated start date is March 2018.

The Erie Canalway Heritage Fund, Inc. is an equal opportunity employer and does not discriminate on the basis of age, sex, race, national origin, religion, religious belief, disability, sexual orientation, gender identity or expression and veteran status.