

**Position Title :** Development Manager

**Organization :** Erie Canalway Heritage Fund, Inc

**Salary:** \$70,000 to \$75,000, depending on experience, along with a strong benefits package

**AFP-WNY Post Date** 11/29/23

**DEADLINE TO APPLY: 12/08/23**

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 DESCRIPTION**

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.

## **POSITION DUTIES & RESPONSIBILITIES**

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 the 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.

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 a 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.

## **QUALIFICATIONS**

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 multitask.
- 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, training, 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.

## **COMPENSATION AND BENEFITS**

\$70,000 to \$75,000, depending on experience, along with a strong benefits package

## **HOW TO APPLY**

Qualified candidates should send a thoughtful cover letter, resume and two writing samples electronically to Diane Jennings, Executive Assistant at [diane\\_jennings@partner.nps.gov](mailto:diane_jennings@partner.nps.gov) with the subject "Development Manager".

Please clearly demonstrate in your 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.

Please note - 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.