

Position Description

TITLE: Director of Programs and Partnerships
REPORTS TO: President
LOCATION: C&O Canal National Historical Park
Headquarters in Hagerstown, MD
DURATION: Permanent Employee
HOURS: Full-time



Overview

Are you ready to bring your energy and skills to help preserve the largest national park in the Washington, DC, region? The C&O Canal National Historical Park (NHP) runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by the approximately five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, it is one of the most accessible and visited national parks in the nation, attracting higher annual visitation than either Yosemite or Yellowstone.

The C&O Canal Trust (Trust), the official philanthropic partner to the C&O Canal NHP, is seeking a Director of Programs and Partnerships (Director) with a passion for public lands and the nonprofit sector to help build our capacity to provide increasingly robust support to the Park. We are a growing nonprofit that raises funds to preserve and protect the C&O Canal NHP and manages programs that use the Park's natural, historical, and cultural resources for recreational and educational purposes.

The Position

The C&O Canal Trust seeks a Director of Programs and Partnerships to strategically lead the development, implementation and evaluation of Trust programs and cultivation of partnerships which engage the community in preserving and protecting the C&O Canal NHP. Reporting to the President of the Trust, the Director serves as a key leadership team member who is an effective leader, strategic, analytical, has a strong work ethic, and the ability to excel both in the office and the field. The position is based at C&O Canal NHP Headquarters in Hagerstown, Maryland and travels regionally to meet with partners or do field work.

Compensation

Salary range of \$50,000-\$60,000 based on experience.

Core Competencies

- Leadership and Strategy
- Team Management and Development
- Program Development
- Program Operational Management
- Project Management
- Partnership Cultivation and Management
- Grant Writing and Grants Management

Responsibilities

The Director has primary responsibility for advancing and expanding programs that support the mission of the Trust. The Director coordinates his or her efforts with the Director of Marketing and Communications and the Director of Development to ensure fully integrated staff leadership; collaborates with other team members to identify and secure funding for new and existing initiatives; works jointly with the C&O Canal NHP management team; supervises program staff and interns; and supports the work of the Program Committee of the Board.

The Director is responsible for the Canal Pride volunteer program, the Canal Quarters interpretive program, the organization's diversity, equity and inclusion efforts including Canal For All, and provides support to the President in advocacy efforts. The Director serves as the liaison to the Canal Towns Partnership. As part of a growing nonprofit, all staff are required to assist with organization-wide duties and at major events. Some weekend and evening work is required.

Qualifications

- Minimum of a Bachelor's degree, Master's preferred.
- Five to 10 years of nonprofit or national park program management experience with three to five of those in a team management role.
- Works collaboratively as part of an internal staff team as well as with the leadership and staff of partner organizations.
- Demonstrated success developing and evaluating programs to align with organizational strategy, and in selecting and successfully operationalizing innovative programs.
- Track record of success in securing funding for programs.
- Strong project management skills with experience in complex, multifaceted projects resulting in measurable successes and program growth.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance.
- Demonstrated results in managing within complex systems and proven experience in developing and managing collaborative partnerships.
- Excellent verbal and written communication skills with exceptional attention to detail.

- Personal qualities of integrity, credibility, and a commitment to and passion for the C&O Canal Trust's mission.
- Experience working in partnership with National Park Service or another federal land management agency preferred.
- Experience in historic preservation, volunteer management, and/or outdoor recreation preferred.

Benefits

The C&O Canal Trust offers a competitive benefits package including 100 percent employer paid health insurance premiums; vacation, sick, and personal leave; 13 paid holidays; committed colleagues; fun working environment; the C&O Canal Trust's Simple IRA retirement program (up to 3 percent employer matched); and a surprising number of sunny days in the Park! We offer a casual work environment.

Equal Employment Opportunity

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age. Please send a cover letter and resume to jobs@canaltrust.org. Resumes will be accepted until November 30, 2019.