



The Columbia Land Trust is seeking an Annual Campaign Manager & Grant Writer to join our passionate team!

Since 1990, Columbia Land Trust has protected, in perpetuity, over 23,000 acres of lands along the lower 250 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust has approximately 1,750 members in Oregon and Washington and has embarked on an ambitious plan to expand public awareness and participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful Fort Vancouver, WA. For more information about us, visit our website at: <http://www.columbialandtrust.org/>

The Annual Campaign Manager & Grant Writer oversees all aspects of Columbia Land Trust's membership acquisition and annual giving program, known as the Annual Campaign, including cultivation of prospective donors; creation, management, tracking and follow-up of direct response campaigns; issuance of membership benefits and acknowledgement of donor contributions. This position also manages the Land Trust's private grantmaking portfolio, including the oversight of a grants budget and timeline; research and identification of possible foundation or corporate funders; development of grant proposals; and management of reporting timelines. The ideal candidate will display a 'can-do' attitude, work collaboratively and have the ability to manage multiple tasks simultaneously while still supporting our dynamic team.

**Essential Duties:** other duties as assigned

#### ***Annual Campaign***

- Plans and implements the Land Trust's Annual Campaign program, including clear and measurable goals, strategies and actions for: direct response, cultivation events, membership, recognition/stewardship, donor coding/segmentation/tracking, and correspondence.
- Set budget goals for Annual Campaign and prepare reports for Development Director on an ongoing basis.
- Increase funds raised, and donors secured and retained, through the Land Trust's Annual Campaign. (Currently \$220,000 annually with 70% donor retention).
- Analyze and report on Annual Campaign results; iterate program if need be.
- Oversee timely donor acknowledgements; facilitate creation of donor thank you letters.
- Oversee development of mailing lists and ensure correct cleanup of lists prior to mailing.
- Oversee tracking of returned mail and updating of database.
- Maintain primary responsibility for annual donor stewardship.
- Manage online fundraising efforts in coordination with other outreach.

#### ***Grant Writing***

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.



- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Manage a grants calendar, including a list of prospects and applications sent.
- Work with program staff on select grants; stay up-to-date on current projects and priorities.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Connect with potential funders about current Land Trust projects in need of funding.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, responding to relevant requests as needed.
- Develop an understanding of the philanthropic landscape in the region, and develop an institutional memory of funded/declined projects.

#### ***Development Team***

- Actively participate in development team brainstorming, strategizing and planning discussions.
- Participate in meetings and events outside the organization for development outreach purposes.
- Work collaboratively in a team environment with a spirit of cooperation.
- Respectfully take direction from the Development Director.

#### **Qualifications:**

- Bachelor's degree from four-year college or university
- Three to five years of experience in Development or directing fundraising activities and at least two to three years of writing experience; or equivalent combination of education and experience.
- Must be adept at using various applications that utilize database, spreadsheet, report writing, project management, word processing, and presentation creation/editing software.
- Must be able to communicate appropriately by e-mail and use donor database software. Knowledge of Raisers Edge or other advancement data products preferred.
- Must have demonstrated experience with Microsoft Office Suite.
- Must possess excellent verbal and written communications skills.
- Must be detail-oriented and set high standards for accuracy.

For consideration, please email your resume, list of potential references and a cover letter with relevant experience to: [jobs@cumbialandtrust.org](mailto:jobs@cumbialandtrust.org) by June 28th.

Columbia Land Trust is an EEO employer. For more information about us, please visit:

<http://www.cumbialandtrust.org/>