



Columbia Land Trust
CONSERVING THE NATURE YOU LOVE

Job Title:	Development Manager
Salary:	\$5,158.08-\$5,682.17/month (\$61,897 - \$68,186 annual equivalent)
Location:	Vancouver, WA
Reports To:	Advancement Director
FLSA Status:	Exempt
Duration:	Full-time, 40 hours per week; Permanent
Application Deadline:	Open until filled. Candidates are strongly encouraged to submit materials as soon as possible. Interviews are currently scheduled to begin the week of June 27th.

Columbia Land Trust is seeking a Development Manager to join its dynamic team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 32 years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and restored thousands of acres for the benefit of both wildlife and communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity](#) is a core organizational value and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington, just across the Columbia River from Portland, Oregon. Additional offices are located in Hood River and Astoria, Oregon. For more information please visit columbialandtrust.org.

SUMMARY

Based in Columbia Land Trust's Vancouver office, the Development Manager is a critical member of the Advancement Department that develops and supports strategies in all areas of broad-based fundraising and donor stewardship. They are responsible for setting and meeting annual fund-level donor goals through a diverse schedule of fundraising campaigns including annual giving, monthly giving, event sponsorship, and digital giving campaigns. This position will be responsible for creating and implementing a new donor stewardship plan, and will work closely with communications and outreach staff to coordinate timing and ensure cohesion across the organization's messaging.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Must have strong relationship building skills and experience in donor-centered fundraising. Excellent project management skills and enthusiasm for collaboration are necessary for this role.

Annual Fund

- Establish fundraising campaign plan and tactics that supports overall organizational goals
- Work collaboratively with Advancement team and program team members to create a strategic fundraising plan that aligns with events, communications, and other Land Trust programs
- Manage and implement all phases of at least two direct mail fundraising campaigns per year, with one typically occurring in the spring and one at year-end; in addition to at least three digital giving campaigns per year, such as Giving Tuesday and Give More 24
- Campaign responsibilities include sharing science-based stories that inspire donors, coordinating and producing materials, and tracking and reporting campaign results

Sponsorships

- Collaborate with Outreach Manager and Advancement Director on donor engagement and event sponsorship opportunities

Donor Stewardship

- Update gift acknowledgement templates annually
- Create and implement an annual stewardship matrix
- Assess current Giving Circles and integrate into larger donor stewardship plan
- Support major donor stewardship needs
- Support Board and sub-committee stewardship work

Donor Database

- Collaborate with Database Administrator on gift processing, donor data management, and reporting

Organizational Support

Land Trust staff support a broad range of organizational activities such as, participating in Board of Directors meetings, learning about and engaging with diversity, equity and inclusion (DEI) work, and involvement on staff committees.

The position will be based in the Land Trust's Vancouver, WA office with occasional travel throughout the region. During the COVID pandemic most staff worked from home. We have now shifted to a hybrid work plan, allowing staff to continue to work from home up to 2-3 days per week if desired. Columbia Land Trust has COVID-19 precautions for both field and office work that all staff are expected to follow.



QUALIFICATIONS

Columbia Land Trust expects that applicants for this position will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure the qualified candidates have the skills to safely and effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

To thrive in this job, applicants should have:

- Experience engaging in personal and organizational diversity, equity, and inclusion efforts
- Confidence in creating donor segmentation strategies and data management
- A history of managing fundraising campaigns that acquire new donors and renew and upgrade current donors
- Experience implementing and creating donor stewardship matrices
- Experience, or interest, in creating special donor stewardship gifts and experiences
- An ability to effectively manage multiple tasks simultaneously and remain highly organized
- Strong storytelling and content creation skills
- An ability to work collaboratively and cooperatively in a team environment
- An ability to work productively with people from racially and culturally diverse backgrounds
- Rational decision-making abilities with a clear and direct communication style
- Deep experience with Microsoft Office suite and donor databases
- Appreciation and curiosity for the natural world, and for Columbia Land Trust's mission and work

SALARY AND BENEFITS

Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance. Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$61,987-\$86,782 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$61,987-\$68,186 annually. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 -FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and have practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.



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APPLICATION INSTRUCTIONS

To be considered for the Development Manager position, please email a cover letter highlighting relevant experience, your resume, and a list of three references to jobs@columbialandtrust.org. We will not contact your references without notifying you first. Please include the following in your cover letter:

- A description of your interest in this position;
- A description of your commitment to and experience with diversity, equity, and inclusion.

This position is open until filled and candidates are strongly encouraged to submit materials as soon as possible. **Interviews are currently scheduled to begin the week of June 27th.**

Mailed applications can be submitted to:
Jennifer Wilkerson, Advancement Director
Columbia Land Trust
850 Officers Row
Vancouver, WA 98661

Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.
