



## Wallowa Land Trust

### **Job Description: Wallowa Land Trust Development Director**

[www.wallowalandtrust.org](http://www.wallowalandtrust.org)

**Position Title:** Development Director

**Reports to:** Executive Director

**Status:** Exempt, full-time, permanent position (36 hours/week)

**Location:** Enterprise, Oregon. Hybrid work possible, with a minimum of 50% in-office presence.

**Compensation:** \$63,000–\$68,000 annually, DOE. Health insurance, vision, dental, retirement, vacation, and other benefits included.

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#### **BACKGROUND**

Wallowa Land Trust (WLT) is a 501(c)(3) nonprofit organization based in Enterprise, Oregon. Founded in 2004, our mission is to protect the rural nature of Wallowa County by working cooperatively with private landowners, Indigenous people, local communities, and governmental entities to conserve land.

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#### **POSITION DESCRIPTION**

Wallowa Land Trust is seeking a values-driven, strategic Development Director to lead and strengthen the organization's philanthropy program. This role is responsible for building and managing the systems, strategies, and structures that support sustainable fundraising for a place-based conservation nonprofit.

The Development Director works closely with the Executive Director, Board of Directors, and staff to align fundraising strategy with organizational priorities and to foster a strong culture of philanthropy across the organization. As a new position, the Development Director will have a unique opportunity to design and implement fundraising infrastructure that supports long-term organizational resilience and continuity.

**Importantly, this role is designed to support the Executive Director as WLT's primary external fundraiser and relationship-builder.** While the Development Director will steward some donor relationships directly, the emphasis of the position is on preparation, coordination, systems development, and follow-through—ensuring that fundraising efforts are organized, intentional, and successful regardless of staff transitions.

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This position focuses primarily on donor growth and retention, including major gifts and planned giving, while providing strategic oversight of foundation and agency grant fundraising in collaboration with a long-term external grant writer. The Development Director also helps give voice to the work of the Land Trust within the community through thoughtful storytelling and donor engagement strategies.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Organizational Leadership & Strategy**

- Serve on WLT's Leadership Team, contributing to organizational strategy and aligning conservation, fundraising, and operational goals
- Lead the development and implementation of annual and multi-year fundraising plans with clear goals, deliverables, and metrics for success
- Design and maintain clear, documented fundraising systems, processes, and tools that ensure continuity, transparency, and organizational resilience over time
- Develop and manage the fundraising and outreach budget in coordination with the Executive Director
- Contribute to annual organizational planning, goal-setting, and budgeting processes

### **Executive Director Fundraising Enablement**

- Build and manage donor pipelines, engagement strategies, and tracking systems that support effective cultivation, solicitation, and stewardship by the Executive Director and Board
- Prepare donor research, briefing materials, talking points, and solicitation strategies to support Executive Director donor meetings
- Track donor engagement activity, follow-up actions, and next steps to ensure consistent and timely stewardship
- Coordinate scheduling, materials, and internal alignment to maximize the effectiveness of Executive Director donor interactions

### **Board Engagement & Culture of Philanthropy**

- Serve as lead staff liaison to the Board of Directors and Development Committee, supporting board engagement in donor cultivation, solicitation, and stewardship
- Foster a strong culture of philanthropy across staff and board, building shared ownership of fundraising success

### **Donor Fundraising & Relationship Management**

- Personally cultivate, solicit, and steward a portfolio of donors and prospects, while prioritizing systems and processes that support long-term organizational fundraising success
- Develop and implement a Major Donor and Planned Giving Program appropriate to the organization's size, capacity, and community context

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- Support donor engagement through in-person meetings, written communications, events, and thoughtful follow-up

### **Grants Oversight & Coordination**

- Provide strategic oversight of foundation and agency grant fundraising in collaboration with a long-term external grant writer, including proposal review, timeline management, internal coordination, and funder stewardship
- Coordinate internally to ensure program staff and leadership provide timely information, data, and reporting needed to support successful grant proposals and compliance

### **Communications & Campaigns**

- Provide strategic leadership for fundraising-related communications and outreach, ensuring alignment between messaging, marketing materials, and fundraising goals
- Collaborate with staff and consultants to ensure communications effectively support development strategies
- Contribute to planning and implementation of future organizational fundraising campaigns and special initiatives
- Participate in regional, state, and national fundraising conversations related to broader conservation initiatives and partnerships

### **SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED**

- Passion for the mission of Wallowa Land Trust and a commitment to community-based conservation
- Demonstrated track record of fundraising success, particularly in support of major gift cultivation and donor stewardship
- Strong strategic thinking and systems-building skills
- Excellent interpersonal skills and ability to build trust through thoughtful listening, integrity, and follow-through
- Exceptional organizational and time-management skills with attention to detail
- Experience using relational donor databases (e.g., DonorPerfect or similar systems)
- Experience collaborating on effective fundraising communications and marketing for nonprofits
- Proficiency with general office software
- Demonstrated commitment to promoting equity and inclusion in the workplace
- Cultural competence working with people of diverse races, ages, genders, abilities, and economic backgrounds

### **Also helpful, but not required:**

- Certified Fundraising Executive (CFRE) credential
- Experience working for a land trust or conservation-focused organization
- Experience with inclusive and equitable fundraising practices, including community-centered or movement-based approaches

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## **WORKING CONDITIONS**

- This position is based in Wallowa Land Trust's office in Enterprise, Oregon, with a hybrid schedule requiring at least 50% in-office presence
  - Work requires minor physical exertion; occasional outdoor work may occur in all weather conditions and uneven terrain
  - Valid driver's license and proof of auto insurance required
  - Some evening and weekend work required
  - Work is often fast-paced and requires attention to multiple detailed projects with deadlines
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This position description serves as a general overview of the role's responsibilities and requirements. Duties and expectations may evolve to meet the organization's changing needs.

Wallowa Land Trust is an Equal Opportunity Employer. We recruit, hire, train, and promote individuals without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national or ethnic origin, disability, veteran status, or age. People of color, LGBTQ+ people, people with disabilities, and members of other historically disenfranchised populations are strongly encouraged to apply.

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## **HOW TO APPLY**

Email a single PDF with cover letter, resume and three references to [kathleen@wallowalandtrust.org](mailto:kathleen@wallowalandtrust.org). Position open until filled.

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