



Wallowa Land Trust

Job Description: Wallowa Land Trust Development Manager

www.wallowalandtrust.org

Position Title: Development Manager

Reports to: Executive Director

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

Location: Enterprise, Oregon.

Compensation: \$50,000–\$55,000 annually, DOE. Health insurance, vision, dental, retirement, vacation, and other benefits included.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Manager carries out these responsibilities in close collaboration with the Executive Director and other WLT staff and in alignment with WLT's established organizational priorities, goals, and strategies.

Fundraising Strategy & Systems

- Manage the development and implementation of annual and multi-year fundraising plans with clear goals, deliverables, and metrics for success.
- Maintain and improve fundraising systems, processes, and tools that ensure continuity, transparency, and organizational resilience.
- Develop and manage the fundraising and outreach budget in coordination with the Executive Director.
- Contribute to organizational planning, goal-setting, and budgeting.

Donor Development & Executive Director Support

- Manage donor pipelines and engagement strategies that support effective cultivation, solicitation, and stewardship.

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- Prepare donor research and briefing materials and coordinate donor meetings, tracking, and follow-up to support effective fundraising by the Executive Director and Board.
- Personally cultivate, solicit, and steward a portfolio of donors and prospects.
- Implement and maintain a Major Donor and Planned Giving Program appropriate to WLT's size, capacity, and community.
- Support donor engagement through personal meetings, written communications, events, and thoughtful follow-up.

Grants & Communications

- Coordinate foundation and agency grant fundraising in collaboration with the Executive Director and WLT's long-term external grant writer, including proposal review, timeline management, internal coordination, and funder stewardship.
- Coordinate internally to ensure timely information, data, and reporting for grant proposals and compliance.
- Coordinate fundraising-related communications and outreach, ensuring alignment between messaging, marketing materials, and fundraising goals.
- Contribute to fundraising campaigns and special initiatives.

Organizational & Board Engagement

- Serve on WLT's Leadership Team and help align conservation, fundraising, and operational goals.
- Support the Executive Director in engaging the Board of Directors and Development Committee in donor cultivation, solicitation, and stewardship.
- Foster a strong culture of philanthropy across staff and board.

QUALIFICATIONS & ATTRIBUTES

The successful candidate will bring:

- A genuine interest in Wallowa Land Trust's mission and community-based conservation.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills, including the ability to manage multiple priorities and follow work through to completion.
- Strategic thinking and the ability to translate ideas into concrete plans and action.
- Initiative, curiosity, and the ability to work independently in a small, collaborative organization.
- Excellent interpersonal skills and the ability to build trust through thoughtful listening, integrity, and consistent follow-through.
- Sound judgment, professionalism, attention to detail, and a collaborative approach to decision-making and problem-solving.
- Willingness and capacity to learn new systems, tools, and areas of professional practice.
- Demonstrated commitment to equity and inclusion and the ability to work effectively with people of diverse backgrounds and experiences.
- Strong proficiency with Microsoft Office, including the ability to use Excel to organize, sort, filter, and analyze data and create and maintain functional spreadsheets.

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- Demonstrated comfort working with databases and data management systems, including an understanding of basic database concepts and the ability to learn and effectively use WLT's donor relationship management (CRM) system.

Helpful, but not required: Experience in nonprofit fundraising, donor relations, grants, communications, donor databases such as DonorPerfect, or other mission-driven organizations.

PROFESSIONAL DEVELOPMENT & TRAINING

WLT has dedicated significant resources to training, mentorship, and professional development for this position and will work with the successful candidate to create an individualized professional development plan. We are looking for someone with the capacity and desire to learn, and we are prepared to invest in their success.

WORKING CONDITIONS

This position is based in Wallowa Land Trust's office in Enterprise, Oregon. Some evening, weekend, and outdoor work is required. A valid driver's license and proof of auto insurance are required.

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.

HOW TO APPLY

Email a single PDF with cover letter, resume and three references to kathleen@wallowalandtrust.org. Position open until filled.

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