



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

Position Open: Development Manager
Reports to: Development Director
Location: Seattle, Washington (remote at time of hire)
Salary range: \$52,000 to \$60,000

Organizational Overview

Washington Farmland Trust (formerly PCC Farmland Trust) is a 501(c)(3) organization dedicated to sustaining a future for farming. Founded in 1999, we protect and steward threatened farmland across the state. We keep land in production by making it accessible to future generations of farmers. Visit www.wafarmlandtrust.org for information about our programs.

Position Overview

The Development Manager is an integral member of WFT's expanding fundraising team, helping ensure the organization has adequate resources to achieve its mission. The successful candidate will help shape and advance the evolution of WFT's community-centric approach to fundraising by helping identify opportunities to better align WFT's fundraising strategies with community-centric principles. Applicants should demonstrate a fundraising ethos grounded in equity and social justice and have experience working to create a more inclusive philanthropic sector by building and maintaining authentic relationships with donors, funders, volunteers, board members, fundraising peers, and partner organizations. They will be joining WFT at a critical inflection point as our organization pursues deep, internal transformation through intentional diversification of staff and board, and development of lasting programmatic commitments to justice and equity in farmland conservation and access. We are seeking a thought partner who approaches this work with compassion, vulnerability, empathy, curiosity, and humility.

The Development Manager is responsible for shaping and implementing WFT's foundational annual fund activities. Historically, the annual fund has included bi-annual fundraising appeal campaigns, single-day online giving events, and an annual fundraising event. The Manager will be thought partner in evaluating these strategies and identifying opportunities to bring WFT's annual fund program into greater alignment with the principles of community-centric fundraising, including helping invite participation in the mission from a more diverse base of supporters. As such, applicants should demonstrate an ability to engage with people with a range of lived experience and diverse perspectives, while maintaining a personal and professional ethos grounded in equity, inclusion, collaboration, and diplomacy.

This is a full-time position that reports to the Development Director and requires close collaboration with staff across the organization, as well as external consultants and contractors. WFT maintains a small physical office space in Downtown Seattle; however, this position will work remotely at the time of hire and applicants based anywhere in the Puget Sound region are welcome to apply. We are eager to have a successful candidate join our team as soon as possible.



Essential Duties & Responsibilities

Strategic Cross-Team Collaboration (10%)

- Lead and support efforts to deepen organizational commitments to justice, diversity, equity, and inclusion, including rotating membership on WFT's Equity Standing Committee and its intersectional taskforces
- Help shape WFT's engagement efforts, including working closely with all program teams to develop an annual calendar of in person and digital opportunities for people to engage with our work
- In collaboration with the Communications team, develop fundraising messaging and implement communications strategies that engage WFT's donor audience

Annual Fund Management (40%)

- Work in close collaboration with the Development Director to develop annual fund strategies that ensure organizational sustainability and are aligned with community-centric principles of fundraising, especially:
 - promote the understanding that everyone (donors, staff, funders, board members, volunteers) personally benefits from engaging in the work of social justice
 - see the work of social justice as holistic and transformative, not transactional
 - treat donors as partners, and this means that we are transparent, and occasionally have difficult conversations
 - foster a sense of belonging, not othering
 - acknowledge those who donate time and talent as well as financial gifts
- Work closely with Development Director to identify revenue targets for annual fund
- Manage processes that drive increased participation in the work of WFT and ensure the annual fund meets or exceeds revenue target; proactively communicate actual or anticipated variances, recommend adjustments to approach
- Identify resources needed for continued professional development and elevate to Development Director (e.g., networking events, memberships in professional associations, conferences, and related trainings)

Special Events Management (40%)

- With guidance from Development Director, shape WFT's annual fundraising event, as well as ~quarterly donor engagement events
- Lead coordination of event logistics including, but not limited to: timelines, budgets, contract negotiation and management, volunteer and staff management, venue and vendor selection, mailings, registration and payment, event software, catering, host(s), entertainment, A/V production, photography, transportation
- Monitor and evaluate the impact of events on supporter engagement; recommend adjustments and new strategies, as needed
- Represent WFT in interactions with donors, advocates, and community members



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Fundraising Administration (10%)

- Process donations; send acknowledgment letters; send personal thank you notes
- Serve as the primary point of contact for general fundraising inquiries
- Contribute to record keeping processes that protect the privacy of donors and WFT

Desired Qualifications (*NOTE: Some on the job training will be available and expected, therefore applicants with limited experience in the following should not hesitate to apply*)

- Deep commitment to building a more inclusive and equitable philanthropic sector
- Demonstrated ability to communicate and work effectively with a diverse range of stakeholders, including navigating difficult conversations – particularly with respect to justice, diversity, equity, and inclusion
- Ability to thrive in a fast-paced, growing organization and navigate change
- Strong project management, organizational, and planning skills
- Experience managing membership-based fundraising drives
- Experience managing events, preferably in the non-profit sector
- Experience administering a database or CRM – e.g. Salesforce or similar
- Proficiency in Microsoft Office Suite
- Ability to work occasional non-standard hours, including evening and weekend events
- Valid, insurable driver's license/record

Compensation & Benefits

This is a full-time, non-exempt position with an annual salary of \$52,000 to \$60,000 depending on experience. Washington Farmland Trust also offers a generous benefits package including:

- Employer-sponsored medical plan with optional coverage for domestic partner and/or dependents at additional cost
- Retirement plan, with organizational contribution of 5% of salary
- Paid vacation and sick leave
- 10 paid holidays per year
- Professional development funds
- Patagonia Pro discount



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To Apply

Please email resume and cover letter to Gina Kilbridge at apply@wafarmlandtrust.org. In your cover letter, please:

1. Speak to how your professional goals and experience align with the responsibilities of this position
2. Describe how you would draw on your lived experience and/or your commitments to justice, diversity, equity, and inclusion to engage and support communities of color in philanthropic giving

Applications will be accepted until the position is filled. A first round of application reviews and interviews will take place on a rolling basis starting June 21. Please direct any inquiries via email to Development Director Gina Kilbridge at apply@wafarmlandtrust.org.

Washington Farmland Trust is an Equal Opportunity Employer and is deeply committed to and investing in organizational transformation for diversity, equity, and inclusion. People of all ages, races, gender identities and sexual orientations are encouraged to apply.