



WASHINGTON FARMLAND TRUST

Sustaining a Future for Farming

Position:	Development Manager
Classification:	Permanent, Full Time, Non-exempt
Reports to:	Co-Director of Development (Communications)
Location:	Greater Puget Sound area, Seattle, WA (remote work possible)
Pay Range:	\$63,000 – \$65,000

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 a new generation of farmers. Visit www.wafarmlandtrust.org for information about our programs.

Position Overview

The Development Manager is a member of the expanding fundraising team, helping ensure WFT has adequate resources to achieve its mission. The Development Manager leads annual grants acquisition and stewardship activities and is responsible for research, strategic grant planning and projections, grant writing and proposal coordination, and grant tracking in Salesforce (CRM). The Development Manager also manages recording, tracking, and acknowledging individual gifts in Salesforce and works in close collaboration with the Executive Director and Co-Directors and WFT program staff to develop strategies for funding programs and related projects.

Duties and Responsibilities

Program Management & Support (40%)

- Work with the Co-Directors and Executive Director to establish and attain annual and multi-year revenue goals; contribute to long-term budgeting, revenue projections, and organizational development.
- Collaborate with development team to establish and advance public and private grants revenue goals and annual and multi-year fundraising plans; set, track, and analyze related sub-goals.



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- Ensure secure record-keeping systems are in place and maintained for tracking donor/grants and prospect identification, cultivation, solicitation, and stewardship activities.
- Create work plans and goals for public programmatic and private grants program.
- Represent the fundraising team in internal, cross functional teams
- Keep apprised of trends related to nonprofit fundraising; improve and innovate to positively impact the communities we serve and benefit the organization
- Contribute to efforts to deepen organizational commitments to justice, diversity, equity, and inclusion, including rotating membership on staff DEI Committee and intersectional taskforces
- Instill confidence in the techniques and ethics of fundraising, fostering trust and deepening community engagement in giving practices at all levels
- Model a fundraising ethos grounded in equity, inclusivity and social justice.
- Work to create a more inclusive philanthropic sector by helping craft new narratives to support equity-focused programming and diversification of the organization's donor base.

Fund Development & Grants Management (60%)

- Develop annual grants strategy and calendar with oversight and support from the Co-Directors and Executive Director.
- Coordinate clear internal communication around grant opportunities, reporting and deadlines.
- Prepare and submit timely, high quality grant proposals and award submissions, funder acknowledgements, and reports.
- Perform prospect research on foundations, corporations, and government sources to identify new grant opportunities throughout the year.
- Manage recording and tracking of grant and individual giving opportunities in Salesforce (CRM) through all stages, with detailed deliverables for each opportunity.
- Manage acknowledgment, invoicing and reporting for individual donors and grant funds.
- Prepare regular internal reports on grant and individual giving activity for review by staff and board.
- Support the Co-Directors with planning and implementation of individual giving campaigns, such as Giving Tuesday and End of Year giving.
- Collaborate with the Development team to deliver on the goals of the annual fundraising gala.
- Other duties as assigned.



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Desired Qualifications & Attributes

- Deep commitment to building a more inclusive and equitable philanthropic sector
- Demonstrated ability and willingness to grow capacity in communicating and collaborating effectively with a diverse range of stakeholders, including navigating difficult conversations – particularly with respect to justice, diversity, equity, and inclusion
- At least 3 years grant writing/grant management/grant administration experience with proven record of success
- Experience developing grant proposal budgets in collaboration with program staff.
- Knowledge and familiarity with prospect research techniques and resources
- Knowledge of local, state and national funding sources
- Experience working with grant budgets, preparing financials, and tracking expenditures
- Proficiency in Salesforce (CRM)
- Exceptional writing and editing skills
- Ability to thrive in a fast-paced, growing organization and navigate change
- Strong project management, organizational, and planning skills
- The ability to operate efficiently and gracefully under pressure of deadlines
- Proficiency in Microsoft Office Suite
- Ability to work occasional non-standard hours, including evening and weekend events
- Valid, insurable driver's license/record

Additional Requirements

- Willingness to work varied hours, including occasional evenings and weekends.
- Ability to travel to the Trust's physical office located in Capitol Hill on a weekly basis



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What It's Like to Work with Us

We are proud to offer a generous [benefits package](#) to our employees. To keep yourself and your family healthy, and to provide a strong caring work culture, we provide comprehensive benefits including:

- Employer-sponsored medical, dental, and vision plan with optional coverage for domestic partner and/or dependents at additional cost.
- 36-hour work week
- Flexible Spending Account with pre-tax savings on eligible health, travel, and child care expenses.
- Paid vacation and sick leave.
- Retirement plan with organizational contribution of 5% of salary.
- Access to Washington's Paid Family Medical Leave benefit.
- Professional development funds available to all employees.
- Monthly stipend for mobile phone and funds available for home office supplies.
- [Outdoorly](#) discount

Washington Farmland Trust is an Equal Opportunity Employer and is deeply committed to and investing in organizational transformation for diversity, equity, and inclusion. Everyday, we work to address and confront the racism and bias that exist within ourselves, our workplace, our programs, and our field — striving to create a culture that is welcoming to all. To achieve true organizational transformation, we aim to:

- Create an inclusive workplace culture.
- Deliver our mission to more communities across Washington.
- Work every day to dismantle the racism and white supremacy that has shaped our movement.

People of all ages, races, gender identities and sexual orientations are encouraged to apply. Equity is essential and a core part of who we are. We believe different voices, opinions, and lived experiences are central to achieving our mission, and that all people deserve equal access to land and farming.



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To Apply

We look forward to seeing your application. Please email resume and cover letter c/o Marisol Morales at apply@wafarmlandtrust.org. In your cover letter, please be sure to describe:

1. How your professional and personal goals and experience align with the responsibilities of this position.
2. How you would draw on your lived experience and/or your commitments to diversity, equity, and inclusion to expand the reach of the Trust's mission and impact and organizational systems.

Applications are due on March 3rd. **The anticipated start date for this position will be late April/early May** but may be flexible as individual circumstances require. Please direct any inquiries via email to Co-Development Director Marisol Morales at mmorales@wafarmlandtrust.org. We will be hosting two meet and greets with our team on Fridays, February 17th and February 24th. Please sign up [here](#) if interested.