



Development Specialist Position Description

REPORTS TO: Development Director

STATUS: Full-time, 36 hours/week, Hourly, Non-Exempt Position

WAGE: \$65,000 - \$80,000 per year, depending on experience

MISSION: The mission of the Whidbey Camano Land Trust is to protect, restore and create access to forests, shorelines, farmlands and other habitats in Island County and the Salish Sea, for ecological and community resilience and the benefit of all living things.

POSITION SUMMARY: Whidbey Camano Land Trust has an exciting opportunity to join our growing fundraising team. The Development Specialist (DS) provides critical support for the fundraising efforts of the Land Trust including front line donor engagement, cultivation, solicitation, and recognition, planned giving, capital campaign and annual program management, corporate philanthropy, donor event planning, donor data entry, and Salesforce management. This position requires close work with the Development Director, Membership Specialist, Executive Director, Board of Directors, Development Committee and subcommittees, and capital campaign volunteer leadership. The Land Trust manages a multi-million annual giving campaign and is in the early stages of launching a major capital campaign, which will run through 2030.

DUTIES AND RESPONSIBILITIES:

Donor Engagement

- Oversee cultivation and stewardship of new donors, a corporate philanthropy program and assist with a major donor program within Annual, Planned giving and Capital giving.
- Use a moves management model to manage cultivation, solicitation, and stewardship strategies for assigned donors and prospects with annual giving between \$500 - \$5,000
- Holds responsibility to solicit annual donors whose gifts can move up the donor pyramid from levels below \$9,999
- Establish strong relationships with key constituents and solicit funds on behalf of the organization.
- Manage all sponsorship donors, relationships, records, donor recognition and solicitations.
- Work to expand the employee giving program with corporate businesses.
- Works with Development Director to enhance the planned giving program including records, events and communications
 - Incorporate planned giving discussions into interactions with donors.

Fundraising Systems and Strategies

- Collaborate with the Development Director to execute the long-term development plan

- Understand and manage systems/software to track and cultivate donors and prospects, including Salesforce, DonorSearch and other prospect research tools to prioritize, engage and effectively solicit donors.
- In partnership with Development Director establish short and long-range goals for funding sources and enlist support from members of staff and board.
- Provide research and logistical support to the Development Director for donors and prospects at higher giving levels.
- Schedule and provide logistical support for strategic major donor meetings for Executive Director and/or appropriate staff.
- Develop cultivation opportunities, property tours, personal invites to guided walks, one-on-one relationship-building time.
- Review and edit segmented solicitation lists as needed.
- Monitor, analyze and report results and trends to Development Director.
- Manage the identification, cultivation, solicitation, and stewarding of major gift prospects to increase support and feed the gift pipeline.
- Track and manage donor pledges from beginning to end.
- Capture interaction details in donor database (Salesforce).

Events, Meeting Support & Other

- Coordinate fundraising events, working closely with the Development Director and Community Engagement Director.
- Attend events and outings to build relationships between participants and the Land Trust.
- Participate on the Development Committee
 - Support committee members (Capital and Annual)
 - Assist board and staff with donor communications, support, and solicitation
- Attend staff meetings and work with other team members, receiving and providing input, to effectively implement the mission of the Land Trust.
- Assist, as needed, in strategic planning, outreach events, and act as ambassador for the Land Trust conservation, stewardship, and community enhancement efforts.
- Assists with other responsibilities as assigned.

REQUIRED QUALIFICATIONS and RELATED LIFE EXPERIENCE:

- An earned Bachelor's degree from an accredited institution or equivalent experience.
- A minimum of five years of direct experience in nonprofit fundraising, communications, public relations, marketing, or a related field.
- Experience managing a major giving program.
- Ability to embrace the organization's mission and effectively discuss land protection projects, assets, and organization's priorities and recognize opportunities for gifts and recognition.
- Ability to form positive relationships and work cheerfully and effectively in collaboration with diverse groups of people.
- High energy, positive attitude, flexibility, teamwork, attention to detail and high degree of initiative
- Demonstrated ability to think strategically with thorough understanding of strategic fundraising.
- Proficiency with Microsoft Office, Salesforce CRM and DonorSearch.

- Strong relationship building and collaboration skills.
- Excellent interpersonal and organizational skills.
- Strong written, verbal and listening communication skills.
- Demonstrated ability to be proactive, creative and work collaboratively and independently.
- Must be able to work some non-standard hours, including evenings and weekends.
- Valid, insurable driver's license.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Flexible work schedule that includes working from home and at the office with some local travel to meet donors.
- Sufficient mobility is required for movement throughout the office, driving to appointments, occasional donor tours, and the use of standard office equipment such as computers, telephones, files, and copier.
- Lifting a minimum of 30 pounds (computer paper, reports, records, and supplies) may sometimes be required.
- Ability to hear and communicate at a level sufficient to perform the essential functions of the position.

BENEFITS. The Land Trust values work-life balance; its work culture supports and inspires conservation, achievement and personal development. This position is eligible for the following:

- Medical, dental, and vision insurance (100% of employee-only premium is paid by the Land Trust). Family coverage available for purchase;
- 12 paid holidays;
- 12 vacation days annually, increased with tenure;
- 12 sick days annually (pro-rated);
- 3% matching SIMPLE retirement plan;
- Washington Paid Family and Medical Leave Program pursuant to state rules and eligibility;
- Dog-friendly office with pre-qualified dog and employee; and
- Occasional professional development and training opportunities; and
- Values-driven, meaningful conservation work. At the Land Trust, your work makes a difference!

TO APPLY. Submit a cover letter describing your qualifications and related life experience, along with your resume, via email to: jobs@wclt.org. No phone calls please!

Application review will begin November 1, 2026. Position open until filled.

Whidbey Camano Land Trust is an Equal Opportunity Employer and actively seeks a diverse pool of candidates from a variety of backgrounds who are committed to the mission and vision of the organization.