Position Description

Position Title: Development Manager
Reports to: Associate Director
Status: Senior Manager, Full Time
Salary Range: $70,000 - $79,000

POSITION SUMMARY

The Development Manager acts as a critical member of the Development Team at Greenbelt Land Trust (GLT), designing and leading GLT's comprehensive annual giving program to diversify and grow revenue streams, with a focus on guiding strategy for moves management of donors under $500, coordinating direct mail and fundraising email campaigns, and donor recognition activities. The Development Manager will oversee the effective use of GLT's donor database to record donations, manage relationships, and statistical reporting and analysis, mailing lists, and donor/prospect research reports. The Manager also provides administrative support for the Development Team's overall fundraising work, including assisting with capital campaigns, major gifts, planned gifts, and donor outreach.

With an operating budget of $2M and 1,500 members, the Development Manager is coming into an organization that has a dedicated and growing base of donors. We are excited to be at a point of accelerated conservation and public engagement. The Manager is joining a financially stable organization with opportunities to help define the next era of the Land Trust.

All positions at Greenbelt Land Trust are active in the organization's commitment to equity, diversity, and inclusion (EDI), and will participate in efforts to integrate the values of EDI into Greenbelt's daily operations and program governance.

WHO YOU ARE

The ideal candidate would be:

- Optimistic self-starter who can utilize their knowledge of fundraising and development best practices in alignment with Greenbelt's mission and direction to further the organization's goals
- A 'horizon scanner' with an eagerness to stay abreast of evolving best practices in fundraising, including community-centered fundraising (CCF) models
- Personal accountability to goals and detailed workplans
- Thoughtful communicator and strategic fundraiser who enjoys building authentic relationships and translating mission impact into donor support
- Led by a genuine passion for land conservation and community building

ESSENTIAL DUTIES AND RESPONSIBILITIES

Membership Development (40%)

- **Planning:** Set annual giving (membership) goals and coordinate planning to achieve those goals. Goals to include clear moves management strategies for donors giving under $500 annually. Play an active role in the organization's Development Committee, provide leadership to the Committee and report on tracking progress to annual fundraising goals.
- **Appeals:** Coordinate annual and special fundraising appeals, as well as all membership renewal and member acquisition appeals - including preparation and distribution of direct mail, e-mail, and social media to meet revenue goals. This includes working with the communications staff and contractors to create compelling fundraising materials.
- **Content:** Create fundraising content for appeal letters, newsletters, and other GLT materials.
- **Research:** Segment and analyze current member database and prospect lists to define audiences for appeals.
- **Member recruitment:** Manage new member recruitment strategies and outreach.
- **Individual solicitation:** Complete solicitations on personal portfolio assignments of donor prospects to meet annual goals.
- **Systems:** Update and document systems for renewing, upgrading, and appealing to individuals and members at all levels.
- **Business giving:** Assist in developing and implementing plans and strategies to cultivate and expand business partnerships and achieve annual sponsorship goals.

Database Management (30%)

- **Administration:** Maintain database integrity with timely audits to ensure quality data. Participate in staff team to conduct CRM assessments and transition plan to a new CRM.
- **Data entry:** Oversee the data entry of gifts and transactions at all levels. Support accurate CRM-to-Accounting Database fund reconciliation.
- **Reporting:** Compile, analyze, and provide reports on membership composition and trends, as well as year-end donor reports for staff members, the Development Committee, and the Board. Create custom reports to support constituent engagement and revenue analysis.

Member Stewardship + Events (30%)

- **Donor stewardship:** Develop and implement an annual donor stewardship and retention plan and coordinate staff and volunteer assignments related to that plan.
- **Planning:** Establish clear goals and strategies for event conversion-to-donors, and track progress towards goals.
- **Event coordination and logistics:** Coordinate fundraising events in partnership with Greenbelt's Outreach and Development staff. Plan and implement donor stewardship and cultivation events, house parties, property tours and other donor-engagement activities. Responsible for event planning and logistics, volunteer/vendor coordination, staff engagement, budget management, and outcome reporting.

- **Ambassadorship:** Represent Greenbelt Land Trust and conduct in-person outreach at events, one-on-one meetings and other opportunities as needed. May include evening and weekend events.
- **Donor recognition:** Manage donor recognition strategies, including adhering to a timely process for sending individual gift acknowledgements.

SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED

- Three to five years of experience applying nonprofit fundraising best practices, including donor cultivation, moves-management, and tracking progress towards goals
- Excellent skills in word processing and spreadsheet management, including MS Word and Excel
- A demonstrated commitment to promoting and enhancing diversity and equity
- Experience planning and prioritizing workloads to meet tight deadlines while juggling priorities
- Working knowledge of prospect cultivation and solicitation process
- Experience managing CRM (donor) databases and membership programs
- Demonstrated ability to rapidly learn and use new technology
- Event planning experience

Desired, but not required:

- Experience with graphic design programs. Experience with nonprofit capital or comprehensive fundraising campaigns

WORKING CONDITIONS

- This work requires minor physical exertion and/or strain, but there may be situations that require being outdoors in all weather conditions and uneven terrain
- Work includes seasonal/periodic fundraising times that can be fast-paced, stressful, and require managing multiple projects with deadlines
- A valid driver's license and proof of insurance is required
- A willingness to work flexible hours and occasional evenings and weekends is necessary
- This position can be a hybrid of work from home and office work, with an expectation of being in the office (in Corvallis) at least 75% of the work week

COMPENSATION

Salary range is $70,000 - $79,000

We believe great benefits make work better: Greenbelt Land Trust provides a group health plan, dental, vision, and short and long-term disability benefits, retirement, longevity leave, eleven floating holidays, and 16-hours per month accrued Paid Time Off. Greenbelt invests in employees' professional development and personal growth.

Greenbelt Land Trust is an equal opportunity employer. We believe that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

ABOUT GREENBELT LAND TRUST

Greenbelt's vision is for **a thriving, healthy environment for all** and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities and families will be healthier. That's the vision that we've been making a reality for 37 years in the Willamette Valley: We have permanently protected 6,000 acres of native prairies, forests, floodplain habitats, trails and working lands.

Greenbelt is committed to being adaptive and embraces change as a core value. We appreciate that the land, waters, and people of the Willamette Valley are changing, and that success hinges on our ability to be poised to change as well (read Greenbelt's current Strategic Framework).

Our Values: Values are the tenets that guide our work towards our conservation mission and vision.

- Build relationships with humility
- Embrace change
- Seek root causes
- Be fearless changemakers
- Welcome constructive conflict

Our vision of a thriving, healthy environment for all is inextricably linked to our commitment to diversity, equity, inclusion and justice. We are in this for the long haul, and understand that for meaningful transformation, we must be steadfast, patient, and willing to make mistakes.

Greenbelt Land Trust is an accredited land trust. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon.

HOW TO APPLY

With 'Development Manager' in the subject line, email a cover letter, resume, and contact information for three references (at least two from professional colleagues). At least one of your references should include an individual that directly supervised you. Your cover letter should clearly explain how your skills, experience, and interests fit this position, especially regarding your commitment to Greenbelt's mission and to your demonstrated cultural competence with people of diverse races, ages, genders, abilities and economic backgrounds.

Send to: jobs@greenbeltlandtrust.org (applications are only accepted electronically).

Application review will begin November 9, 2026. This position will remain open until filled.

If selected for an interview, applicants are paid for their time.