Program Coordinator
Position Description

Position: Program Coordinator
Compensation: $42,000 - $47,000 annually DOE
Office Location: 901 5th Ave, Suite 1520, Seattle, WA
Reports to: Executive Director
Status: Full-Time, Hourly, Non-Exempt
Benefits: Includes medical insurance, transportation stipend, and paid holidays, vacation and medical/family leave.

Position Description:
The Washington Association of Land Trusts (WALT) is seeking a Program Coordinator to provide support across all major program areas of the organization, including communications and outreach, training and events, fundraising and development. This position will report to and collaborate closely with the Executive Director, and will coordinate frequently with our 28-member land trusts across the state of Washington.

This position provides the chance to get valuable experience in all aspects of small non-profit administration. In addition, you will have the opportunity to connect with a large, diverse, statewide community united by a love of conservation and a deep, abiding connection to the great outdoors. This position has the potential for professional advancement as the organization seeks to grow and respond to the needs of its members.

About the Washington Association of Land Trusts (WALT)
From the peaks of the Olympics in Clallam County to the Blue Mountains of Asotin County, Washington’s land trust community plays a critical role in protecting the lands and waters that sustain us, and in engaging local communities in the landscapes they call home. Together, our 28 member organizations have permanently conserved over a million acres of working landscapes, wildlife habitat, and recreational open space that define our quality of life.

Started in 2007, the Washington Association of Land Trusts was built on the belief that if we collaborate closely and speak with a common voice, we will all be made stronger. WALT is a 501(c)3 organization that exists to serve and strengthen the land trust community in Washington, by enhancing policies and programs that benefit private land conservation, providing cutting edge training and networking opportunities, and communicating the value of land trusts to a wider audience.
Program Coordinator Core Responsibilities

Communications and Outreach
- Maintain and update the WALT website with new, engaging online content
- Generate and distribute monthly e-News, the WALT blog, and social media posts
- Lead design and development of outreach materials
- Coordinate with contractors as needed to meet communications goals
- Support advocacy action alert communications with member land trusts
- Research and draft talking points to support advocacy communications

Training and Events
- Coordinate the organization’s annual advocacy day in Olympia, as well as other trainings and networking events as needed.
- Provide management and planning support for NW Land Camp, the semi-annual conference hosted by WALT and the Coalition of Oregon Land Trusts (COLT).
- Provide logistical and outreach support for quarterly board meetings.
- Coordinate logistics for legislator tours with key decision-makers

Fundraising and Development
- Manage Salesforce database for donor and foundation information.
- Coordinate and track annual membership and fundraising campaigns.
- Manage gift acknowledgement process, including preparation of thank you letters, writing personal notes, and facilitating phone calls by staff and board.
- Write grant proposals in close collaboration with the Executive Director
- Monitor grant funding deadlines, grant reporting, and grant deliverables.

General Administration
- Support development and drafting of strategic plan, work plans, and budget
- Help with preparation of monthly financial reports and tax filing
- Staff committees, events, meetings, trainings, and conferences as assigned
- Perform other administrative duties as assigned

Work Environment
We are a small, tight-knit team of two located in downtown Seattle, and are co-located with the statewide office for the Trust for Public Land. The Program Coordinator works closely with the Executive Director in a fast-paced, professional, and collegial environment. We value an environment where every voice counts, and strive to
empower staff to be open and honest, search out opportunities for professional development, and maintain a healthy work-life balance with an ample dose of time outside. With that in mind, the nature of WALT’s work will require scheduling flexibility, including occasional after-hours time to attend events and meet deadlines.

**Program Manager Desired Qualifications**

The ability to work independently, self-motivate, adapt to shifting deadlines, perform under pressure, and be flexible and collaborative are absolutely critical to success in this position. The specific skills and experiences we are looking for include:

- 2+ years of nonprofit or equivalent experience
- BA/BS or equivalent
- Strong interest in and enthusiasm for land conservation
- Excellent written and interpersonal communication skills
- Familiarity with non-profit accounting and budget processes
- Knowledge of digital communications media, social media and web content management
- Experience with Salesforce or comparable CRM software
- Intermediate expertise with the full Microsoft Office Suite
- Experience in event management and volunteer coordination
- Demonstrated project management experience
- Familiarity with Washington legislative processes and policy issues

**To Apply:**

Please send a single PDF document with a one-page cover letter and your resume, including three professional references, to jobs@walandtrusts.org. Applications will be reviewed beginning on **September 3, 2019** and interviews will be conducted on a rolling basis. The position is open until filled.

*The Washington Association of Land Trusts is an Equal Opportunity Employer. Women, people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.*