

West Willamette Watersheds (W3): Development Manager Position Description



Position Title: Development Manager

20 hours per week. Salary Range: \$36,400 - \$41,600 depending on experience (.5 FTE)

It is the intent to secure future funding, to allow this part-time role to grow into a full-time (if desired) and long-term position.

Benefits: Health and dental premium reimbursement, flexible paid time off, 14 half/prorated holidays per year, retirement match, mileage reimbursement, and technology stipends.

Additional benefits include training, mentorship, and professional development opportunities.

Review of applications begins: November 12, 2025

Preferred Start Date: January 2026

About the Role

The Development Manager is a new position responsible for creating and executing a comprehensive fundraising strategy, cultivating relationships with donors and foundations, securing major gifts, grants, and sponsorships, and managing fundraising initiatives. The successful candidate will have an opportunity to work in collaboration with the Executive Directors to evolve their role and build the Development program over time. They will be passionate about our mission and possess the strategic vision, interpersonal skills, and fundraising expertise to drive our organization's growth.

Joining the West Willamette Watersheds (W3) Collaboration during a formative stage, the Development Manager should be resourceful and creative; they will have the opportunity to influence core relationships and organizational values, and should take initiative to build relationships and secure funds.

About the Organization

Existing entities: Oswego Lake Watershed Council (OLWC) and Tryon Creek Watershed Council (TCWC) are both locally organized, non-regulatory non-profit organizations established to improve the ecological health of our watersheds, using science and best practices to implement this work, and grounded in community engagement. Watershed Councils work to serve all land uses within an area, improving forest health, water quality, fish habitat, and community connectivity.

The West Willamette Watershed (W3) Collaboration is an emerging entity, and this position presents an opportunity to help build an organization from the beginning. Together, Tryon Creek and Oswego Lake WCs have acquired funding to advance the West Willamette Watersheds (W3) Collaboration to expand the geographic area covered by watershed councils along a 42-mile stretch of the west side of the Willamette River between Portland and Wilsonville, where tributaries are largely not covered by Watershed Councils.

An upcoming intensive community engagement process will bring together key community members, collaborators, and jurisdictions. Their input will inform the organizational outcome which could include a single, merged, and expanded Watershed Council, or a network of smaller organizations. This engagement will result in the establishment of watershed council functions, restoration projects, and stewardship, supported by planning that addresses protection and enhancement practices, project financing, and implementation of a community-directed vision.

The W3 Development Manager will nurture the relationships that are essential to this process and will be in a key role in establishing organizational sustainability.

Secured funding: Funding currently secured for the West Willamette Watersheds (W3) collaboration is directed to supporting critical staff capacity to both engage the community to solicit the above feedback and to establish organizational sustainability. Funding for this position is secured through June 2027, and the intent is that the Development Manager will secure additional funding to increase their longevity during and beyond the current funding availability.

Team Structure:

The West Willamette Watersheds (W3) Collaboration is being led by the W3 Transitional Task Force, composed of staff (Executive Directors) and Board members from both TCWC & OLWC, as well as community and/or jurisdictional representatives from the geographic area beyond TCWC & OLWC boundaries.

The Development Manager will work with a supportive team, and the Executive Directors and Task Force will provide structure and guidance. Beyond the Transitional Task Force and Executive Directors, the Development Manager will overlap/interact/collaborate with existing staff including the OLWC Education Specialist and Project Coordinator, as well as with Committees focused on specific work areas.

Values, Equity, and support system/structure:

The Executive Directors of OLWC and TCWC have long collaborated directly in work to advance diversity, equity, inclusion, and justice, and a core shared value they wish to be reflected in this position and in W3 itself, is the value of power sharing and collaborative work environments. In the same way that watersheds are ecological and community systems, we value systems thinking and want to co-develop an organization that is able to apply that in the context of equity. This is inherently complex in the funding systems that make our work necessary, and requires self-examination (being critical of systems, including ours, and how they perpetuate inequities) and care.

Further, 501(c)3 nonprofits abide by standards that impose levels of hierarchy (particularly Board/staff supervisory structure), so being intentional in these systems and



building in transparency and accountability is important to us. Shared power makes for more resilient systems, and we desire this to be reflected in our organization.

The West Willamette Watersheds (W3) Collaboration will reflect our commitment to advancing environmental justice and doing our part to enrich the lives of all beings who interact with the watersheds and play integral roles in its functions.

Responsibilities

- Develop understanding of existing organizational relationships, projects, and finances
- Along with staff and board, cultivate and deepen strategic relationships with potential funders, especially relationships at the intersection of sustainable fundraising
- Work with the Executive Directors and Board of Directors to develop and implement a Multi-Year Fundraising Plan
- Develop systems and, with EDs and Committees, implement budget and team to plan, manage, and expand:
 - Fundraising campaigns and activities
 - Grant proposals including evaluating opportunities, developing applications, and fulfilling reporting requirements
 - Donor stewardship, processes, and systems (Salesforce), including donor engagement, appreciation events, and programs.
 - Corporate sponsorship and business membership programs
- Attend board and committee meetings
- Represent the organization and solicit financial support in public, large group forums
- Support community events and coalition building
- Other responsibilities related to development and communications activities as needed

Skills, Knowledge, and Abilities

- Relational skill set to form and maintain donor, partner, and funder relationships, and a willingness to meet in person and attend partner events
- A passion for sustaining organizations through grantwriting, donor and stakeholder engagement, and through various fundraising activities
- Commitment to advancing environmental, social, and racial justice
- A desire to get to know our organization and its patrons and donors by being present on the ground during events and program delivery
- Strong organizational skills, attention to detail, demonstrated ability to meet deadlines
- Enterprising characteristics: an inclination towards taking initiative, and a resourcefulness in seeking out opportunities and information
- Ability to prioritize and juggle multiple projects in a fluid working environment
- Ability to work independently and manage time effectively
- Excellent communication (verbal and written) and interpersonal skills



- Experience working in and/or ability to develop proficiency in Microsoft Office, G Suite, and databases (ex. Salesforce)
- Ability to step into a leadership or facilitation role in various contexts such as committee meetings and events
- Ability to bring creativity and flexibility to problem-solving
- Educational background in ecology and/or local natural history
- Bachelor's degree or equivalent work experience

Work Environment

This position is hybrid, including virtual and in-person meetings, and occasional field-based activities; it requires the ability to occasionally work non-typical office hours, such as evening or weekend events. Much of this job entails computer-based office work, which can include long hours sitting and using office equipment and computers. During events, the employee may be required to spend hours engaging with people. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

The employee will be hired by the Oswego Lake Watershed Council while the West Willamette Watersheds (W3) process proceeds.

We are most interested in finding the best candidate for the job, and that candidate may not meet every one of the listed qualifications (Skills, Knowledge, and Abilities). Lived experience may count towards the Skills, Knowledge, and Abilities. If you are excited about this position, we encourage you to apply.

The Oswego Lake Watershed Council does not discriminate based on any class or identity, including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

For applications, we are requesting a **resume, and a cover letter** that incorporates the below prompts. We sincerely appreciate your time in developing a cover letter for this position. Together, your cover letter and resume should address your technical skills and experience as outlined in the position description.

1. What aspects of the W3 Collaboration interest you the most? How would you apply your skills to securing organizational sustainability?
2. Which fundraising strategies are your strengths?
3. We believe that advancing environmental justice and equity is integral to our work at W3; what does environmental justice mean to you?



Applications will be reviewed on a rolling basis until the position is filled. **First review will be for applications received by 11:59 p.m. on November 12, 2025.**

Email your resume and cover letter to Alexis Barton Castro (alexis@tryoncreek.org) with the word “Development” and your first and last name in the subject line; we will confirm receipt of your email and files. Your resume and cover letter combined in a single PDF document is appreciated!

Address any questions to Alexis (alexis@tryoncreek.org) by November 10, 2025.

Read more about the West Willamette Watersheds (W3) collaboration at tryoncreek.org/w3

