



Development Coordinator

Position Announcement - Feb. 27, 2026

Compensation: \$25.50- \$27.00/hour, full time, non-exempt

Priority application date: March 25, 2026; position open until filled

Base of operations: Based in WTA's Seattle office with option for remote work up to 60% of the time

About Washington Trails Association

Washington Trails Association (WTA) is the nation's largest state-based trail nonprofit. For 60 years, we've been mobilizing public lands advocates, trail stewards and on-the-ground hiking experts in pursuit of our vision of Trails for Everyone, Forever. Each year, with the support of over 24,000 donating members, WTA staff and more than 3,500 volunteers perform over 160,000 hours of trail maintenance across the state. Through our online Hiking Guide and Trailblazer app, we help hundreds of thousands of people find trails, from everyday adventures to backcountry explorations. Our vision depends on fostering an organization and outdoor community where all people are welcome, represented and included.

WTA's Development Team

The Development Coordinator is part of WTA's 9-person development team. This team is responsible for fundraising, relationship building and record management. If you are looking for a dynamic and mission driven workplace, please consider joining our team. This is a great opportunity for someone looking to enter the fundraising field.

About this opportunity

WTA seeks a Development Coordinator to support the development team with donor communications, record keeping, administrative tasks and workplace giving support. This position plays an essential role in supporting team capacity for donor and member engagement. The ideal candidate will be able to balance multiple concurrent tasks and projects, have strong organization skills and acute attention to detail. They will also demonstrate a strong interest in building relationships and sharing WTA's mission to connect everyone to the outdoors and build a community that gives back to trails and public lands.

The Development Coordinator is a full time, non-exempt position based in WTA's downtown Seattle headquarters. This position reports to the Member Engagement Manager and works closely with other members of the development team.

Primary responsibilities

Member and Donor Communications (45%)

- Coordinate, build and send emails using email marketing software
- Select photos, secure permissions and submit design requests for print and digital communications
- Build donation pages using online giving software
- Communicate with members and donors by phone, email, in-person and at tabling events
- Support physical mailing projects, including gift acknowledgements and fundraising letters

Record-keeping and Administrative Support (45%)

- Assist with tracking donations and data entry/clean up in customer relationship management (CRM) program
- Update CRM with activity reports and upcoming tasks
- Provide administrative support for department expenses and invoices

Development Coordinator

- Support logistics for member events, including coordination with venues, caterers and day of coordination

Workplace and Institutional Giving (10%)

- Coordinate workplace giving applications
- On occasion, conduct presentations about WTA's work and membership to workplaces
- Support research of prospective corporate partners and grant opportunities

Experience, Skills, Knowledge and Values

WTA is committed to supporting professional development, so we encourage you to apply even if you do not meet all the qualifications listed:

- Demonstrated commitment to WTA's mission, values and vision of trails for everyone, forever.
- Ability to accept and integrate feedback graciously and give effective feedback to team members
- Ability to work independently in a dynamic environment and as a member of a collaborative team
- Demonstrated attention to detail and strong organizational skills
- Ability to balance multiple concurrent projects and prioritize most urgent tasks
- Cultural competency experience and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds
- Experience working with databases or other tracking systems and spreadsheets
- Strong computer skills and proficiency with Google Suite
- Experience working with email marketing or other digital platforms
- Ability to learn new software technologies
- Strong written and verbal communication skills
- Experience engaging with and providing customer service to a diverse audience
- Ability to treat donor data with confidentiality and discretion

Location and Schedule

This role will be based out of WTA's Seattle office. WTA has a hybrid work model with 2 days per week in-person at our Seattle office. Some tasks may require occasional evening or weekend work for special events.

Compensation

Compensation starts at \$25.50-\$27.00 per hour, depending on experience. WTA's benefits package includes medical, dental, vision, retirement, disability and transportation, as well as holiday, vacation, sick, parental and bereavement leave. For more information about WTA's benefits, please visit our website:

<http://www.wta.org/benefits>.

Join our team

Our hiring process

At WTA we consistently evaluate and update our hiring process to align with current best practices for equity and inclusion. The hiring process for this role will include a phone screen, virtual panel interview, an in-person panel interview at the Seattle office, background check, and reference checks. WTA's practice is to run a background check with the opportunity to discuss any results before final hiring decisions are made. If you have any questions or need accommodation in our recruitment process, please contact jobs@wta.org.

Equal opportunity

We believe WTA and Washington's outdoor community is stronger when made up of people with varied backgrounds, identities, abilities and lived experiences. WTA is committed to advancing equity and continually working to become a more inclusive organization. People of color and people with other identities that are underrepresented in the outdoor industry — including but not limited to gender identity, class, sexual

Development Coordinator

orientation, age, ability and background — are strongly encouraged to apply. To read our complete Equal Opportunity Employer statement, please visit www.wta.org/careers.

How to apply

Complete a brief [application form](#) and submit a resume to jobs@wta.org. Include “**Development Coordinator**” in the subject line. Please use the following format for file names: “last name, first name - resume.” The position is open until filled, with priority given to applications received by **March 25, 2026**. If you have any questions, please contact jobs@wta.org. We look forward to hearing from you.