



SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184th Ave SE

Renton, WA 98058

shadowhabitat.org

info@shadowhabitat.org

(425) 432 4914

Position Title: Executive Director

Location: Renton, WA

The Executive Director is the key management leader of SHADOW (Save Habitat and Diversity of Wetlands), also known as SHADOW Lake Nature Preserve. SHADOW acquires and restores critical lands to permanently protect and steward dwindling wildlife habitat while engaging and educating all.

The Executive Director is responsible for overseeing the administration, programs, fundraising activities, and strategic planning of the organization. Other key duties include marketing and community outreach. The ideal candidate is driven, well-organized and self-sufficient, with high emotional intelligence and a passion for environmental conservation.

Primary Responsibilities

Development & Communications

- Serve as SHADOW's primary fundraising leader; developing a strategic annual fundraising plan aimed at increasing organizational capacity and ensuring long-term growth and sustainability.
- Lead efforts to identify, cultivate, solicit, and steward prospective and existing donors; leverage and engage Board of Directors to support these efforts.
- Develop and implement fundraising plans, strategies, and communications for annual giving campaigns and events.
- Strengthen relationships with corporate and foundation partners and manage grant processes, including researching available grant options, writing grant proposals, maintaining the grant calendar, tracking budgets and outcomes, and submitting reports in a timely manner.
- Oversee communication plans, strategies, and content creation for monthly e-newsletter, social media, and printed materials including flyers and brochures.
- Maintain SHADOW's website and web presence on third-party platforms.

Community Engagement & Partnerships

- Serve as SHADOW's primary representative at community meetings and events.
- Build and maintain relationships with like-minded community organizations and businesses.
- Develop and implement community engagement activities, including the production of events, such as the annual Frog Frolic, and ensuring presence at local tabling events, including Issaquah Salmon Days and Maple Valley Days.

Leadership & Management

- Oversee the day-to-day operations of the organization and ensure maintenance of grounds and facilities.

- Hire, supervise, mentor, and retain staff including one program employee and one part-time contractor. Conduct monthly staff meetings and individual performance evaluations and provide staff with resources and support to ensure their success.
- Continually evaluate SHADOW's programs, looking for opportunities to conserve resources, improve efficiency, and grow impact in a sustainable manner.
- Attract and retain volunteer and board member talent; deepen relationships with existing volunteers and board members and develop new opportunities to attract new volunteers to the organization.
- Report to the Board of Directors on operations and collaborate in developing operational and strategic plans. Facilitate logistical details of monthly board meetings and prepare agendas, presentations, and reports.

Finance & Administration

- Ensure that SHADOW's policies and procedures are legal, ethical, and consistent with nonprofit management best practices. Maintain the organization's tax-exempt status with state and federal entities.
- Build an annual budget for the organization and prepare program and project budgets. Track expenses and ensure organization operates efficiently and within budget.
- Process and track donations, and issue gift acknowledgements and tax-receipts for monetary and in-kind donations.
- Ensure strong administrative and technological infrastructure, including serving as the primary administrator for Microsoft Office 365 and the Salesforce database.

Minimum Qualifications

- Experience in nonprofit management or development.
- Self-motivated, self-starter, and dedicated to advance SHADOW Lake Nature Preserve's mission.
- Ability to engage and effectively collaborate with the Board of Directors.
- Ability to supervise and empower employees and delegate work to staff, the Board, and volunteers.

Preferred Qualifications

- University degree in a relevant field.
- Strong networking/fundraising skills; active fundraising experience in donor stewardship, grant writing/management, campaigns, and fundraising events is highly desired.
- Demonstrated strategic thinking and planning abilities.
- Ability to envision and convey an organization's strategic future to staff, board, volunteers, and donors.
- High level of resourcefulness, creativity, and solid organizational leadership

Desirable Skill Set

- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

- Excellent written and verbal communication skills and the ability to work well with people.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint. Experience with WordPress, Constant Contact, or Salesforce is desired.

Logistics & Salary

- **Status:** FTE, salary, exempt
- **Salary range:** \$55,000 - \$60,000
- **Benefits:** SHADOW offers paid time-off, paid sick leave, paid holidays, and healthcare benefits.
- **Location:** 21656 184th Ave SE, Renton, WA 98058
- **Start date:** Mid to late July
- Approximate hours of work are within the hours of 8 am – 6 pm. Candidates must be able to work a flexible work schedule, including some weekends or evening, as necessary. SHADOW's current hours of operation are Tuesday – Saturday, with the hope of this position moving to Monday – Friday in the future.
- Valid WA State Driver's License and reliable transportation with current insurance are required. Position involves some local travel. Reimbursement is available for work related travel and parking expenses.

To Apply

Please send a thoughtful cover letter, resume, & three professional references in a single PDF to:

Max Prinsen, Board President – max@shadowhabitat.org

CC: info@shadowhabitat.org

Subject line: Executive Director Applicant

Applications will be accepted until position is filled. Applications will be reviewed upon receipt.

SHADOW is an equal opportunity employer. Criminal background screening and past employer reference checks will be conducted for final candidates. SHADOW is an 'at will' employer.