

Save Habitat and Diversity of Wetlands Organization (SHADOW)

Location: 21656 184th Ave SE, Renton, WA 98058

Position Title: Executive Director

Location: Renton, WA

The Executive Director is the key development and management leader of SHADOW (Save Habitat and Diversity of Wetlands Organization), 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 fundraising and development activities, and overseeing administration, programs, 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 cultural sensitivity, and has a passion for environmental conservation.

Primary Responsibilities

Development & Communications

- Serve as SHADOW's primary fundraising leader; develop a strategic annual fundraising plan aimed at increasing organizational capacity; and ensure 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.
- 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.
- Strengthen relationships with corporate and foundation partners.
- Oversee communication plans, strategies, and content creation for monthly e-newsletter, social media, and printed materials including flyers and brochures.

Leadership & Management

- Oversee the day-to-day operations of the organization and ensure maintenance of grounds and facilities.
- Assist the Board with hiring, supervision, mentoring, and retention of staff and contractors. 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 the organization in a sustainable manner.
- Attract and retain Board members and volunteers; deepen relationships with existing board members and volunteers 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

- Assist Board with ensuring 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.
- Assist with preparation of an annual budget for the organization and prepare program and project budgets. Track expenses and ensure organization operates efficiently and within budget.
- Ensure that donations are processed and tracked in a timely manner, and issue gift acknowledgements and tax-receipts for monetary and in-kind donations.
- Provide strong administrative and technological infrastructure, including serving as the primary administrator for Microsoft Office 365 and the Salesforce database.
- Oversee the creation of SHADOW's annual report.

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.

Minimum Qualifications

- Experience in nonprofit management or development.
- 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.
- 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.

Preferred Qualifications

- College or 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.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint. Experience with WordPress, Constant Contact, or Salesforce is desired.

Logistics & Salary

- Status: Full time, salaried, and exempt.
- Salary range: \$67,000 to \$69,000.

Benefits: SHADOW offers paid time off, paid sick leave, paid holidays, and healthcare benefits.

- **Location:** 21656 184th Ave SE, Renton, WA 98058
- **Start date:** To be negotiated.
- The approximate hours of work are between 8 am to 6 pm. Candidates must be able to work a flexible work schedule, including some weekends or evenings, as necessary. SHADOW's current hours of operation are Tuesday to Saturday. One day per week of remote work from home is possible if the preserve is staffed.
- Valid WA State Driver's License and reliable transportation with current insurance are required. This position involves some local travel. Reimbursement is available for work related travel and parking expenses.

To Apply

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

Hugh Brown, Board Secretary. hugh@shadowhabitat.org

Subject line: Executive Director Applicant

Applications will be accepted until the 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.

Shadow Lake Nature Preserve acknowledges that we operate on the traditional lands of the Coast Salish Peoples. We are grateful for their past stewardship and will endeavor to care for the land with respect of Indigenous culture.