



SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184th Ave SE

Renton, WA 98058

shadowhabitat.org

info@shadowhabitat.org

(425) 432 4914

Position Title: Development Manager

Location: Renton, WA

This is a 30 hour/week, salaried position. The Development Manager will be responsible for raising funds to support SHADOW Lake Nature Preserve's land acquisition efforts, operations, and programs. This includes grant writing and research, content creation for SHADOW's website and newsletter, running an annual campaign, and planning an annual fundraising event.

The ideal candidate is a creative problem-solver, has high emotional intelligence, a passion for environmental conservation, and works well in a fast-paced environment.

Salary, Benefits, Schedule

- **30 hours/week**
- **\$30,000 - \$35,000** (Based on experience)
- Monthly Healthcare Stipend (after 90 days)
- 1-week paid vacation annually. 1-week of paid sick leave.
- SHADOW is closed to the public during last two weeks in December and first week of January, so SHADOW staff are paid for 50 weeks/year.
- **SHADOW's Office is open Tuesday – Saturday.** Some additional weekend and evening hours will be required with ample notice.
- Work in a calm, natural, peaceful setting at the 109-acre Nature Preserve.
- 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.

Location: SHADOW Lake Nature Preserve office is located at **21656 184th Ave SE, Renton, WA 98058.**

To be considered

Please submit a thoughtful cover letter and current resume in Word or PDF format.

Subject: Development Manager

Isabelle Feraudo, Executive Director – isabelle@shadowhabitat.org

CC: Max Prinsen, Board President - max@shadowhabitat.org

Applications accepted on a rolling basis until the position is filled.

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

SHADOW Lake Nature Preserve stewards critical habitat, increases access to green spaces, and provides inclusive environmental education to cultivate a land use ethic throughout the Puget Sound Region.





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Roles & Responsibilities

Fundraising Activities

- Plan annual summer fundraising event at SHADOW. This is typically a semi-formal event aimed at engaging our new and existing donor base.
- Act as staff liaison to the volunteer-run Events Committee and assist in actualizing ideas brought forward by this committee.
- Run the annual end of year campaign with goal of bringing in funds and growing SHADOW's donor base.
- Forge relationships to expand SHADOW's network of donors, volunteers, and partners.
- Explore new and creative ways to diversify the Nature Preserve's funding.

Grants

- Ensure that SHADOW remains active in the funding cycle of our current grantors and maintain relationships with granting agencies and foundations.
- Create engaging and relevant content for SHADOW's new grant applications.
- Actively research and pursue new grant opportunities.
- Oversee SHADOW's grant contracts. Work with Executive Director and Board President to ensure that the organization holds to commitments made to its grantors and is pursuing grants aligned with our mission.

Marketing & Outreach

- Produce content for SHADOW's monthly newsletter and website.
- Conduct an annual review of the website content to ensure it accurately reflects the vision, programming, and brand of the organization.
- Manage SHADOW's Salesforce donor base.
- Schedule and staff summer outreach events for SHADOW.
- Recruit new volunteers through web-based platforms and maintain volunteer relationships onsite and through email correspondence with the goal of fostering long-term volunteer leaders within the organization.

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Qualifications

- 4-Year University degree required; Graduate-Level work preferred.
- 1 –2 years of nonprofit work experience, ideally in fundraising capacity.
- Strong verbal and written communications skills.
- Self-motivated, self-starter – Applicant should be passionate about SHADOW Lake Nature Preserve's mission and excited to explore creative ways to advance that mission.
- Proven ability to work in a fast-paced environment and strong time management skills.
- Demonstrated leadership skills and the ability to manage large projects and groups.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint. Experience with GIS, WordPress, Salesforce, or Quickbooks is desired.

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