



Open Position: Development Coordinator

About the Organization

[Nature Vision](#) is a non-profit environmental education organization that fosters appreciation and stewardship of our environment by educating and connecting community to the world around us. We envision an inspired and connected culture where everyone makes choices for a sustainable future. Nature Vision provides [in-classroom](#), [remote](#), and [outdoor learning](#) programs to ensure that all students receive quality nature connections where they need them the most. We serve over 70,000 Pre-K through 12th grade students each year in King and Snohomish Counties each year.

At Nature Vision, we value:

- Empowerment through stewardship education and practices
- Diversity of staff, partners, and the communities we reach
- Creativity and collaboration within our staff, programs, and partnerships
- Integrity through best business and teaching practices
- Scientifically-accurate program content
- A fun and safe learning environment

Nature Vision is an equal-opportunity employer. As an organization, we are continuing to learn and implement changes to help us better serve our communities of color, practice inclusivity, and combat racial bias and inequity. We highly encourage persons of color, members of marginalized communities, women, non-binary, and LGBTQIA+ individuals to apply.

About the Position

We are seeking a part-time Development Coordinator to lead our new and existing fundraising efforts, including development of corporate sponsorships, grant research and writing for general operating, and limited individual giving. Nature Vision is mainly a direct service organization, and new fundraising is needed to cover ~10% of our overall budget, or ~\$110,000 year one. Recommendations and research from a fundraising consultant have already been made and will be available immediately for the Development Coordinator. This person works with the Executive Director and collaborates with the Nature Vision Board fundraising committee.

Position Description

Duties include but are not limited to:

- Research corporate donation prospects for Nature Vision
- Develop corporate donation strategies and approaches
- Refine available materials for corporate donations
- Work with NV Board Committee and Executive Director to approach corporations that are a good fit

- Follow through and stewardship of corporate donors
- Research foundations for general operating expense grants
- Approach foundations with questions on Nature Vision's behalf
- Write foundation grants with Executive Director and other team members
- Follow through on foundation grants
- Assist with stewardship of current individual donors
- Advise on current individual giving campaigns
- Make recommendations on further individual donor recruitment
- Other development duties as assigned

Preferred Qualifications:

- Bachelor's degree desired, however, we will accept equivalent years of relevant experience in place of degree
- Minimum of 2 years of experience in fundraising and development work with corporate sponsors and foundations preferred
- Demonstrated organizational and project management skills
- Must be a US Citizen or resident alien
- Must be able to read, speak, and write the English language clearly
- High level detail, organization, creativity, thoughtfulness, and flexibility
- Must be able to work with diverse teams and work independently
- Understands and maintains confidential information

Salary: \$29-35 per hour, depending on experience.

Hours: 20 hours per week, Monday-Friday. Occasional evening meetings with Nature Vision Board Committees may be required with advanced notice.

Paid time off: Sick time accrued at 1 hour for every 40 hours worked. 401K without match available.

Start/End Date: 9/3/24-6/13/24. A later start date may be possible. The position is likely to continue past this date based on funding and performance.

Special Requirements: Must be fully vaccinated for COVID-19 and up to date with COVID-19 vaccines prior to start date. Must be able to attend meetings in-person at office in Woodinville or other King County sites. Hybrid work schedule.

To Apply: Please email cover letter AND resume as a PDF attachment to Ginny Sanchez Ballard, Executive Director (gsanchez@naturevision.org) by **August 12th at 5:00 pm** Pacific Standard Time. <https://naturevision.org/careers>. Position will remain open until filled.