About the Organization
Shelterwood Collective is a 900-acre Indigenous, Black, and Queer-led community forest and collective of land protectors and cultural changemakers. Shelterwood is based on unceded Southern Pomo and Kashia territory, above what is now called the Russian River in Cazadero, CA. Incubated in 2017 and officially launched in 2020 as a 501(c)3 non-profit, Shelterwood was established on the premise that ecosystem health can only be achieved by communities who are in deep relationship with the earth and with one another. Through land stewardship, active forest restoration, wildfire risk reduction, community and cultural organizing, and the development of a future community retreat center, we heal interconnected ecosystems.

Shelterwood operates within a horizontal governance structure that empowers leads to focus on distinct functions and emphasizes collective decision-making. Shelterwood currently has 4 Leads (Stewardship Lead, Cultural Strategy Lead, Infrastructure Lead, Community & Retreat Center Lead), all of whom are Queer, Black, Indigenous, and/or Latine and is now seeking a 5th - Money Lead.

About the Position
Because Shelterwood is managing a multi-million dollar CalFire grant, fundraising for an annual operating budget that is currently over $3 million, and launching a substantial multi-year capital campaign in 2023, we are seeking a Money Lead who will hold high-level strategy, coordination, and project management on all things related to money. The Money Lead will collaborate with other collective members and contractors towards implementing a fundraising plan with ambitious annual goals set collectively by the group.

Importantly, the Money Lead will not be a department of one - they will be supported by part-time contractors that include grant writing and capital campaign management. Current Leads also spend significant time fundraising - we raised $8M in our first two years, leveraging the strong networks of our collective members and a beautiful mycelial network of partners committed to seeing this vision unfold. The team could expand depending on fundraising success and need. Shelterwood currently has an Interim Money Lead who will be available to support the onboarding process.

This position carries a Development Director level of responsibility, but will be working within a different culture and organizational structure relative to many traditional Development Director positions. We encourage you to review our website to understand the values, frameworks, and generational vision that anchors our work!
Location
The Money Lead will be a full-time remote position. You would be expected to travel to Shelterwood at least 3-4 times a year to ensure and cultivate relationships with current Collective members and the land.

The 4 current Leads have made a long-term commitment to live as part of a collective on the land in Cazadero, CA. Additional permanent staff housing will be built following a successful capital campaign and large scale construction project in the coming years.

About the Candidate
We are looking for a creative leader with at least 5 years of fundraising experience who is excited to bring their expertise into an organizational model that is still evolving and deeply rooted in the concepts of reciprocity, mutual accountability, community care, and right relations. Queer, Black, Indigenous, and Disabled people are strongly encouraged to apply.

Responsibilities

I. **Strategy & Contributions to Collective**
   - Work closely with the Collective to develop ambitious but reasonable goals in an annual fundraising plan - goals that allow for progress towards our community lead vision while setting a pace that helps us stay healthy and whole. For example, our 2023 fundraising goal is to raise about $2M in new funding to contribute towards our $4.5M budget.
   - Design and maintain systems to track donations, funding opportunities, and reporting requirements in Salesforce database and Google Drive.
   - Track success and make quarterly adjustments to the plan to reach goals.
   - Manage the Collective and Board members’ fundraising, including supporting their outreach to donors and foundations with whom they have relationships to close annual gifts.
   - Contribute to Collective visioning and participate in mutual accountability circles.
   - Commit to principles of transformative justice and rightful relations to address tensions directly.
   - Shelterwood is a new organization that is still developing documentation and procedures. Due to this nature, we aim to have staff that can chime in and support ongoing startup development.
   - Land stewardship and the current time of climate chaos may beckon that, at times, we be flexible with emergent work.

II. **Foundation Fundraising Stream Management**
   - Manage 10-20 grants from private foundations and government entities.
   - Research and lead outreach to new foundation prospects to grow Shelterwood’s foundation support over time.
   - Manage a contract grant writer to create fundraising materials that make a compelling case for Shelterwood, including annual Resourcer Reports, General
Operating Proposals, and standard required materials. Stay connected to Shelterwood’s stories to highlight growth and challenges for supporters.
- Support lasting relationships with foundation officers, at times holding those relationships directly and at times supporting other collective members to hold them.
- Represent Shelterwood in foundation learning groups and convenings.
- Keep track of the grants calendar to ensure all proposals and reports are submitted on time.

III. **Individual Donor Fundraising**
- Manage and grow Shelterwood’s base of individual donors through identification, prospect review, relationship cultivation, and stewardship.
- Oversee the customization and use of Salesforce as a new donor database, including gift processing and creating reports that provide insight into donor-giving patterns.
- Lead donor communications and ensure all gifts are acknowledged promptly.
- Lead 1-2 donor appeals per year that may include a social media/newsletter campaign and/or a direct mail campaign.

IV. **Capital Campaign Connection**
From 2023-2025, Shelterwood will also be running a multi-year, multi-million dollar Capital Campaign, to build retreat center infrastructure. The Money Lead will support and help implement portions of the Capital Campaign plan in partnership with a part-time contracted Capital Campaign Manager.

**Working Culture**
- Shelterwood is a horizontal collective that holds leadership positions in programmatic areas thus, all staff both contribute to other areas of work and bottomline in others.
- Staff meet weekly to discuss organizational updates and developments. Staff meet quarterly to discuss tensions and air out areas of growth. Staff does self-evaluations twice a year.
- In order for Shelterwood Collective to heal the people while healing the land, we actively challenge extractive land and labor practices and beliefs. In accordance with our vision, we are committed to providing a thriving wage and a robust benefits package that centers wellness and the sacredness of the whole ecosystem; kin and forest.
- Shelterwood Collective uses a flat compensation model for full time collective staff members. All contractors are treated with humanity and respect, as well as seen as peers and strong partners for Shelterwood’s future.

**Desired Qualities**
- 5+ years experience in grant management, relationship management, prospect research, individual giving, and a proven record of successfully securing grant funds (private and/or governmental).
- Highly organized and self directed.
- Strong written, analytical, and verbal communication skills.
- Exceptional follow-through.
- Calendar-driven project management, with the ability to plan for multiple streams of work to ensure ample time for proposal development and review.
- Ability to prioritize and maintain lasting relationships with key supporters.
- Experience in the environmental or social justice fields is a plus.
- Experience using Salesforce as a donor platform is a plus.

**Salary**
Pay rate will be based on experience and qualifications; to be considered at a range of $100,000-$150,000 salaried FTE.

**Benefits**
- Medical, Dental and Vision Benefits
- Life Insurance
- Disability Insurance (Short-term and Long-term)
- Unlimited paid vacation, upon approval. Plus two-to-four weeks off for winter & summer breaks, 13 paid federal holidays, and floating holiday for your Birthday
- Sick, Personal, Lactation Accommodation; Bereavement Leave; Witness & Jury Duty Leave, Voter Time Off
- Paid Parental Leave
- Reduced hours during crisis policy
- Extended medical leave policy (additional support for medical disabilities)
- $500 annual professional development funds
- Work from Home cost support upon request

**Application Requirements**
Please submit your resume and cover letter in a single document (.pdf or .doc format) to info@shelterwoodcollective.org.

**Timeline**
- Accepting applications until September 4th.
- Interviews will be offered on a rolling basis.
- Anticipated / preferred start date is mid-October.