



Job Title: Nature Shop Manager
Employee Summary: Full-time, exempt, regular position
Reports to: Executive Director

Manage and shape the retail arm and main source of live, public interaction with an urban conservation organization focused on birds, inclusion, and anti-racism.

Who We Are

Founded in 1916, Seattle Audubon is an independently incorporated chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. We maintain a current staff of 12 and reach a local membership of approximately 3,000 households. [Our strategic plan](#), *Cities at the Center*, lays out goals in urban conservation, [equity](#), and resilience.

Our staff is a tight-knit group of bird and nature enthusiasts that focuses on our mission to benefit people and birds and have a lot of fun along the way. We regularly drop everything to look at cool bugs in our native plant garden and dash outside with our binoculars when a rare bird calls.

Who You Are

You are retail savvy and organized, curious about the world outside your front door, and keen on developing and promoting welcoming spaces. You'd be excited about days filled with optics, nature books, and feeding and watching birds, combined with sales and merchandising.

About the Position

The goals of the Nature Shop are to:

1. Maximize revenue to support the programs and activities of Seattle Audubon,
2. Establish and nurture an embracing access point to Seattle Audubon for its members and the public, and;
3. Support the programs and activities of Seattle Audubon.

The Nature Shop Manager is responsible for the merchandise operation, profitability, and inventory control of the Seattle Audubon Nature Shop, online store, seed depots, and related wholesale business; volunteer management; and coordinating with all Seattle Audubon programs whose activities involve The Nature Shop. The Nature Shop Manager supervises and works collaboratively with two part-time Nature Shop Retail Coordinators.

Specific responsibilities of the Nature Shop Manager include, but are not limited to:

Retail Management (55%)

- Inventory management: selecting, pricing, displaying, and storing products.
- Receiving, sales, and wholesale orders.
- Oversee maintenance of an online store and fulfillment of online sales.

- Maintain all systems – point-of-sale, credit card processing, backend documentation

Volunteer Management (10%)

- Onboard, train, support, schedule, and evaluate Nature Shop volunteers.

Marketing and Outreach (10%)

- Advertising, publicizing, and marketing the Nature Shop.
- Organizing on- and off-site events.

Organization Related (25%)

- Input on physical improvements to the Nature Shop and the surrounding garden.
- Collaborate with program staff on Nature Shop related activities and administer Seattle Audubon Field Trips, Classes, and Education Kits.
- Apply inclusive and anti-racist learning, best practices, and resources to all aspects of The Nature Shop.

Requirements

This position is based at Seattle Audubon's Center & Nature Shop in northeast Seattle, in a highly collaborative work environment. Occasional evening, weekend, and off-site work will be required.

- Must be able to regularly lift 60 pounds, climb stairs, and spend considerable time standing.
- Familiarity with Windows-based computer operating systems and Microsoft Office Applications.
- Retail experience, 2-3 years minimum.
- Supervisory experience.
- Appreciation of nature.

Salary & Benefits

The expected salary range for this position is between \$50,000 - \$55,000 per year, commensurate with experience. Seattle Audubon also prides itself on being a family- and pet-friendly workplace, and encourages a healthy work-life balance among employees.

We offer a competitive benefits package, including:

- medical insurance
- dental insurance
- vision insurance
- life insurance
- socially responsible retirement plan with 3% matching (after one year)
- accrual of up to 14 vacation days in first year
- 13 annual holidays

- long-term disability insurance
- compassionate bereavement leave
- Up to 24 days of qualified sick time

Equal Employment Opportunity Employer

Seattle Audubon values diversity in our work and services and strives to create a diverse Board of Directors, staff and volunteers, membership, and financial supporters that fully represent the rich variety of our community. Seattle Audubon recognizes that the future strength of our organization rests firmly on our commitment to engage, value, and respect the richness of diverse communities. Seattle Audubon seeks to enhance the quality of life for all residents of King County as our mission states: Seattle Audubon advocates and organizes for cities where people and birds thrive. Seattle Audubon believes that no person should be excluded from participation on the basis of age, race, national origin, citizenship, ethnicity, sex, gender identity or gender expression, class, disability, sexual orientation, political affiliation or religious belief, or for any other discriminatory reason.

How to apply

Qualified applicants should **submit a cover letter and a resume as one (1) combined electronic PDF file** to jobs@seattleaudubon.org. Please state "Nature Shop Manager" in the subject line. Paper submissions may be mailed or dropped off at 8050 35th Ave. N.E., Seattle, WA 98115. Attention: Sonora Troger.