Job Title: Development Manager
Reports to: Associate Director
Direct Reports: Development Coordinator
Hours: Exempt

The Opportunity
In its 20th year, Daily Acts is at the forefront of small groups driving big change by unleashing the power of community. In the last five+ years we have provided an environmental leadership response to repeated record fires, drought, pandemic and the climate emergency. This has ranged from on-the-ground education helping neighbors create drought- and fire-resistant landscapes to fostering networks and coalitions, training community and youth leaders, and driving people-powered climate policy.

“Be the Change” is a core value of Daily Acts, and we strongly believe that our staff and larger community of Daily Actors need to practice self care as a part of community care. Daily Acts invests significant resources each year to help its staff become more resilient and to be the change they want to see in the world. In 2020, this included an intensive self-development series that helped staff identify their strengths and their personal leadership style. In 2021, staff is doing a 6-month equity training.

Position Overview
The Development Manager is responsible for helping new and existing donors develop and deepen their relationship with our organization. Together with the Executive Director and Associate Director, the Development Manager will create a strategic development plan to support anticipated growth in the coming years. They will steward donors, identify prospects, manage the organization’s development team and budget, and generate new ideas that increase revenue and donor loyalty.

Reporting to the Associate Director, the Development Manager will manage one Development Coordinator and work closely with other staff on key development projects. Daily Acts Development Manager will be responsible for raising and/or managing team members towards individual and corporate donations as well as institutional grants and awards.

This is currently a remote position, with monthly in-person staff meetings at our home office in Petaluma as the COVID pandemic allows.

Responsibilities
The Development Manager’s top 5 responsibilities are:

● Install and manage a “moves management” system for major donors that allows us to identify donors, set target asks, assign solicitors, and track progress within our Salsa CRM database.
● Manage major donor portfolio and provide strategic advice and direction to others making asks.
● Create and manage annual fundraising plan.
● Work with a development consultant to launch and manage a crowdfunding campaign to support Daily Acts book (to be published in 2022).
Partner with communications team to develop fundraising collateral that will include direct mail appeals, web content, event invitations, and other support materials.

Other responsibilities include:
- Identify and build relationships with new and prospective donors.
- Manage and improve systems to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Produce signature fundraising and donor stewardship events.
- Make direct, face-to-face solicitations.
- Recruit, train, and support volunteers (ex: board members, donors) to assist in development.
- Help lead the board Fundraising Committee ensuring the board stays engaged with fundraising.
- Identify staffing needs, interview candidates, and on-board well-qualified personnel.

Experience, Skills & Qualities
- 5-7 years’ experience in fundraising and development.
- Previous success meeting organizational fundraising goals.
- Experience using a CRM or other database to manage donors.
- Experience securing individual major gifts as well as fundraising event experience.
- Enthusiasm and optimistic leadership style with the capability of managing diverse teams to successfully reach goals.
- Self-starter who thinks creatively and opens doors to new donor relationships.
- Ability to actively listen to constituents, focusing on donor needs and identifying mutual benefits.
- Excellent communication skills that inspire audiences through writing and speaking.
- Ability to manage light physical demands (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; lifting equipment and materials; and occasionally working long days, nights or weekends).

Preferred Abilities
- Master’s or Bachelor's degree.
- Network of contacts (individual, foundation, community, business, municipal, school, etc.) within Sonoma County and Regional Bay Area.
- Proficient in using and troubleshooting office and web technology.
- Knowledge or interest in climate action, gardening, farming, permaculture, landscaping using water-wise technology, or community engagement.

Working for Daily Acts
- Opportunity to “be the change” in your community.
- Virtual work available for 2021. Casual office attire.
- Grow your network while you grow your conservation, ecological and DIY skills and knowledge.
- Passionate team deeply committed to mission and culture of proactive action.
- Flexible hours and schedule.
- This position is a full-time (40 hours/week), exempt position and is based in Petaluma.
- This position is eligible for benefits including health, dental, and retirement benefits.

buy local, organic, fair trade • question disposable lifestyles • reduce, reuse, recycle • empower, enrich, enlist others
Statement on Equity
Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish-language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in the power of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

Compensation:
Compensation is dependent on experience. Please submit your salary requirements when applying. Daily Acts offers a benefits package including medical and dental insurance (50% employer paid), retirement savings, as well as holiday, sick and vacation leave.

How to Apply:
Please submit a cover letter and resume to jobs@dailyacts.org with Development Manager in the subject line. Position open until filled.

No Phone Calls Please.