Development Manager—Full Time

We are thrilled to offer this unique opportunity to join our team! Are you interested in building meaningful relationships with our donors and enlisting their support on critical issues like climate change? We are looking for someone who can help us build our donor base by communicating Daily Acts’ mission and story throughout Sonoma County and beyond. Join our fun and enthusiastic team to help us share our inclusive message of nature, community, and connection.

Our daily actions can make a big impact; are you ready to take heart, take part, and take action in your community? Apply today!

About Daily Acts

For over 20 years Daily Acts has been at the forefront of small groups driving big change by unleashing the power of community. In the last five+ years we have provided a leadership response to repeated record fires, drought, pandemic and the climate emergency. This has ranged from launching grassroots funding initiatives and installing gardens for fire survivors to fostering networks and coalitions, training community and youth leaders and driving a people-powered approach to climate policy. Because we believe change starts with each of us, Daily Acts is committed to staff self-care and resilience, offering mindfulness practices and self-development on a range of topics, from mind-body medicine to racial equity.

About this Position

Reporting to the Development Director, the Development Manager is responsible for all major fundraising efforts, overseeing donor relations, donor communications, and donor data and reporting. Together with the Development Director, the Development Manager is responsible for creating and implementing a strategic development plan to grow our individual and corporate donor base. They will steward donors, identify prospects, and generate new ideas that increase revenue and donor loyalty. In addition, they will provide foundation research and grant writing support. The Development Manager will manage one Development Coordinator and work closely with other staff on key development projects. This is a full-time (40 hours/week) exempt position based in Petaluma. It allows for a flexible schedule with occasional evening and weekend hours required.

Responsibilities

- Create and implement annual fundraising plan
- Identify and build relationships with current and prospective donors
- Manage major donor portfolio and make direct, face-to-face solicitations
- Produce fundraising and donor stewardship events
- Partner with communications team to develop fundraising materials including direct mail appeals, web content, event invitations, and other support materials
• Manage and improve systems to track and cultivate donors and prospects, including our donor database and wealth screening tools
• Manage donation processing and donation acknowledgment
• Create monthly fundraising reports and other financial and donor database reports as needed
• Recruit, train, and support volunteers (ex: board members, donors) to assist in fundraising
• Help lead the board Development Committee ensuring the board stays engaged with fundraising
• Identify staffing needs, interview candidates, and on-board well-qualified personnel
• Demonstrate a commitment to diversity, equity, and inclusion through continuous personal development, modeling inclusive behaviors, and proactively managing bias

**Required Qualifications**

• 5-7 years’ experience in nonprofit fundraising or in sales and marketing
• Previous success meeting organizational income goals
• 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
• Experience using a CRM or other database to manage donors
• 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 Experience**

• Master’s or Bachelor’s degree
• Knowledge or interest in climate action, gardening, farming, permaculture, landscaping using water-wise technology, or community engagement

**Perks of Working for Daily Acts**

• Make a difference in your community
• Be a part of a passionate team committed to the mission and culture of the power of small daily actions to change the world
• Participate in staff trainings to increase knowledge and skills in key competencies such as water conservation, equity, and personal leadership practices
• Enjoy casual office attire and attitude with potential for flexible schedule

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

The Development Manager is an exempt position with a salary range of $70,000 - $80,000/year. 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), paid holidays (11.5 days annually), paid vacation (15 days annually), and paid sick time (10 days annually).

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. Cover letter should detail your qualifications for the position.

No Phone Calls Please