

sonoma community center

Job Description: Development Director

Hours per week: Full-time, 40 hours per week, exempt

Pay Rate: \$85-90K, depending on experience

Reports to: Executive Director

Benefits: sick leave, paid vacation and holidays, 401(k) safe harbor retirement plan with 4% company match, health and dental insurance

About the Sonoma Community Center:

Housed in the beautiful 107-year old Sonoma Grammar School building just off Sonoma Plaza, the Sonoma Community Center was founded in 1952 as a resource for community enrichment through the arts. Today, the **mission of the Sonoma Community Center is to cultivate a vibrant community through extraordinary creative, cultural, and learning experiences.** Driven by values of community, innovation, creativity, inclusion, and leadership, the Center offers a broad range of classes, events, and performances that encourage people from all walks of life to create, connect, thrive, and build community together.

About this position:

As the Development Director, you'll work closely with the Executive Director and others to ensure that the Sonoma Community Center has the resources it needs to offer high quality programming, events, and services to the community. You'll act as our main fundraising strategist, developing and leading the implementation of activities that will sustain the Community Center's diverse revenue streams and meet or exceed our fundraising goals. Working closely with the Executive Director and Board, you'll also continually evaluate our fundraising performance and develop strategies and goals to ensure the long-term viability and growth of the organization.

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Your responsibilities will include:

Management & Leadership

- Supervise and support the Development Associate
- Serve on the Community Center's Leadership Team, working closely with the Executive Director and other Directors to define strategic priorities and move the organization forward in line with its mission, vision, and values
- Develop and monitor the Development department budget
- Lead growth of the Community Center's annual fundraising efforts, in close collaboration with the Executive Director and Development Associate
- Develop and lead implementation of a strategic annual Development plan that outlines fundraising benchmarks and planned fundraising activities in all major fundraising categories, including major giving, events, our community fund, and grants

Grants Management

- Oversee the Community Center's annual grants pipeline, ensuring that all proposal and reporting deadlines are successfully met
- Research and propose new grants to support Community Center programming
- Take the lead on grant proposal writing, and oversee the work of additional volunteer grant writers
- Work with program staff and finance team to ensure that timely grant reports are generated and submitted
- Lead monthly grants meetings with the Executive Director, Director of Operations, and Director of Programs to review upcoming grants and reports

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Fundraising

- Develop and implement an annual Development calendar
- Lead two annual mail campaigns, at end-of-year and in spring
- Provide strategic assistance to the Executive Director in stewarding/cultivating major donors
- Develop and grow an annual legacy/planned giving program
- Support the Development Associate in managing and growing the Community Center's membership program
- Work with the Development Associate to develop and grow a corporate sponsorship program to support Community Center events and other programming

Donor- and Community Engagement

- Develop a thoughtful annual plan to cultivate new donors and engage existing ones, working closely with the marketing team to craft regular donor communication materials
- Lead the creation of an Annual Report in early Spring, working closely with the marketing team on design
- Work with Development Associate to lead the planning and coordination of monthly Community Connection Luncheons at the Community Center
- Lead the planning and coordination of at least two additional in-person donor engagement or appreciation opportunities at the Community Center

Events

- Collaborate with Board of Directors and Event Manager to lead planning of the Community Center's annual MUSE gala, taking primary responsibility for developing and implementing a fundraising plan that exceeds revenue targets
- Develop and implement a thoughtful fundraising plan for two smaller annual fundraisers – the Chili Bowl Express and Trashion Fashion

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- Ensure sponsorship support for the Community Center's other annual community events, including Día de los Muertos and the Winter Art Market

Other duties as assigned

This job may be a fit for you if:

- You have at least 3 years of experience in nonprofit development. A plus is experience with a small development team where you've had opportunity to work on multiple fund development and fundraising strategies
- You have experience with grant writing, and a track record of successful results
- You pride yourself on your attention to detail and your problem-solving skills
- You enjoy planning and executing on big projects
- You're able to motivate a team to work together on accomplishing shared goals
- You have experience with project management, and a track record of successful project implementation. A 'project' can be a grant, an event, a campaign, or something else.
- You have an interest in supporting and mentoring other development staff
- You are able to meet deadlines and manage your time well
- You're able to keep up with regular weekly tasks while also working on longer-term projects
- You have experience with spreadsheets and word processing software
- You demonstrate empathy and respect in all interpersonal interactions
- You can communicate with clarity and authenticity in both written and spoken English
- You are able to work well with people from a variety of backgrounds
- A plus, but not required, is experience with major donor programs

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How to Apply:

This position will be open until filled. To apply, please send us:

1. A resume outlining your fit for this position
2. A short letter describing your interest in this role.

Please send your materials to Charlotte Hajer, Executive Director, at charlotte@sonomacommunitycenter.org.

Questions about the role? Please reach out to Charlotte Hajer at the email listed above or via phone/text at (415) 696-3371.

The Sonoma Community Center is committed to an equitable, inclusive, and accessible application process for the open Development Director position. We are seeking applicants of all races, cultural backgrounds, abilities, and gender identities. If you require any assistance in accessing the job description or require an accommodated application process please reach out to Charlotte Hajer for more information.