

sonoma community center

Job Description: Development Director

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

Pay Rate: \$85–90K. based 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, 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. Act as the 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 the Board, 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

- 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
- 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.
- Oversee the grant process and oversee the work of additional 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 Directors of Programs to review upcoming grants and reports.

Fundraising

- Develop and implement an annual Development calendar.
- Lead two annual campaigns, at end-of-year and spring.
- Provide strategic assistance to the Executive Director in stewarding/cultivating major donors.

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- Develop and grow an annual legacy/planned giving program.
- Manage and grow the Community Center's membership program.
- 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, sponsors, 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.
- Plan and coordinate monthly Community Connection Luncheons or other events 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 the 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 annual fundraisers – the Chili Bowl Express and Trashion Fashion
- 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

Qualifications:

- At least 3 years of experience in nonprofit development; experience working on multiple fund development and fundraising strategies.
- Success in cultivating, soliciting, and stewarding major donor programs.
- Experience in oversight of grant writing.

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- High level of skills in attention to detail and problem-solving.
- Experience in planning and executing concurrent projects.
- Ability to motivate a team to work together on accomplishing shared goals.
- Experience with project management, and a track record of successful project implementation. A 'project' can be a grant, an event, or a campaign.
- Ability to meet deadlines and manage time well.
- Ability to keep up with regular weekly tasks while also working on longer-term projects.
- Proficiency with Google applications, Microsoft Office Suite, Neon client management database.
- Empathy and respect in all interpersonal interactions.
- Clarity and authenticity in both written and spoken English. (Spanish also desirable)
- Ability to work well with people from a variety of backgrounds.

How to Apply:

To apply, please submit:

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

Please send your materials to jobapp@sonomacommunitycenter.org.

Questions about the role? Please reach out to Jan Erickson, Ed.D., Board President at janjee7@comcast.net or via phone/text at 707 888 2155

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 Jan Erickson, Ed.D., Board President, for more information.