

The Position: **Development Manager**

Reports to: **Senior Director of Communications & Marketing**

Job Overview

The Development Manager plays a key role in helping the Foundation achieve its ambitious fundraising goals, which include: building and managing relationships that will help grow annual, major, and corporate giving; as well as the establishment of new charitable funds at the Foundation, such as scholarship funds and donor advised funds.

Responsibilities and Duties

Development

- Conduct research on current and potential donors, and codify findings in our database of record/CRM
- Prepare for and participate in meetings with donors and donor prospects, in partnership with the President & CEO
- Lead project management and evaluation of direct mail and digital campaigns related to donor acquisition, retention and stewardship
- Help develop and implement strategies to grow number and dollar value of corporate sponsorships, steward corporate donor relationships
- Oversee community and fundraising event logistics, including list management, guest check in, post-event follow-up, and venue coordination
- Work collaboratively with marketing/communications and program teams to provide exquisite, responsive, personalized service to our donors and fundholders
- Assume primary relationship management responsibility, over time, with up to 50 Foundation donors and/or fundholders

Constituent Relationship Management

- Crosstrain on gift entry and donor acknowledgement letters; ultimately assume full responsibility for letters
- Input and manage donor information within our database of record/CRM (akoyaGO)
- Periodically pull lists and reports for staff and the Board of Directors

Qualifications

- Bachelor's degree required, additional education or certificates from recognized fundraising programs are a plus
- At least 3 years of experience in the nonprofit sector is preferred, development experience is a plus, but candidates with relevant for-profit experience (for example, in sales/marketing/business development roles) are encouraged to apply

- Experience with databases/CRMs is strongly preferred
- An obsessive commitment to efficiency and quality is a must-have
- Experience with akoyaGO and DonorSearch (wealth screening software) is a plus
- Experience working with board members, professional advisors, volunteers, and high net worth individuals is preferred
- Excellent time management skills, a results-oriented work process, and impeccable attention to detail
- Professional demeanor, high integrity, good judgment, and a decent sense of humor
- Ability to work independently and collaboratively with a close-knit team
- Ability to handle sensitive matters with tact, discretion and confidentiality
- Bilingual Spanish/English is a plus

Compensation

The annual salary range for this position is \$71,000 to \$78,000 commensurate with experience.

The position is a full-time, exempt position with a comprehensive employee benefits package that includes paid time off benefits; health, dental and vision insurance (with 100% premiums paid by the Foundation for the employee); and a 403(b)-retirement plan with a dollar-for-dollar Foundation match up to 5% of the employee's salary.

Foundation employees are required to be in the office, on average, three days per week; while working remotely on other days. This position will be required to be in the office three days per week as a baseline; and occasionally more often than that, when needed.

Napa Valley Community Foundation is an equal opportunity employer.

The Foundation is committed to ensuring that our staff members feel valued and are fairly compensated. As a part of this commitment, the Foundation recently completed a comprehensive compensation study and regularly compares to market comps to remain competitive for salaries and benefits.

Operational Details

The Napa Valley Community Foundation (NVCF) has a staff of 12 and distributes between \$8 million and \$10 million in grants each year, predominantly to charitable programs in Napa County. The organization has an annual operating budget of \$2 million and is governed by a 15-member Board of Directors.

How to Apply

Write a cover letter that talks about why you want this specific job and how your skills and experiences make you a strong candidate for this job, then send it with your resume to Caitlin@napavalleycf.org by October 17, 2025. Please note that resumes without cover letters will not be reviewed.