



Job Title: Development Manager
Location: Sonoma, CA, preferred
Reports To: Executive Director
FLSA Status: Non-Exempt, Hourly
Dates: November, 2023; 8/24.

Girls on the Run of North Bay Job Description Development Manager

Position Summary:

The Girls on the Run of North Bay Development Manager is responsible for managing development strategies and programs relative to goals that will play a critical role in building a sustainable organization that is committed to helping our community be more inclusive, diverse, accessible, just and equitable. This position will build community relationships and partnerships to develop funding streams, including donations (individual or company), sponsorships, fund raising events, and grants (Donor Advised Funds and Foundation grants). They will provide oversight of marketing, communication, and social media. Will serve as an external representative and champion in our community. The Development Manager collaborates across a five-person team and operates with a trauma-informed lens. The position hours will be approximately 20 hours per week depending on program deadlines and events. This position primarily works from home but is expected to attend team meetings and events will require in office work.

Development Management:

- Manage and drive development programs and initiatives to achieve our strategic plan and be a sustainable organization that provides extra support to the under-resourced communities.
- Identify potential prospects and develop a strategy to cultivate relationships to grow into donors.
- Build and cultivate partnerships with potential donors (individuals, businesses, foundations, and school districts) within Sonoma County and other counties as needed.
- Review and analyze potential donor or grant information to develop an effective Girls on the Run North Bay response that is aligned with priorities or guidelines.
- Meet and communicate with potential donors and partners within Sonoma County and other counties as needed with a trauma-informed lens and that achieve revenue fund stream goals.
- Be a passionate Girls on the Run North Bay story teller who is able to effectively share a compelling and authentic Girls on the Run stories that helps achieve development goals in person and in writing.
- Serve as the lead in the annual giving campaign, Give Guide and other fundraising events.
- Actively work to impact revenue generation through fundraising events.
- Manage and track the donation outcomes using pinwheel and excel tracker.
- Write thank you letters that are aligned with the organization's mission.
- Review GOTRI development and marketing materials to ensure relevance and consistency. Maintain communication with other GOTR councils to leverage development best practices.
- Create and review marketing and communication materials for donors, volunteer coaches, participants and families.
- Provide oversight and direction for interns that help support Girls on the Run North Bay social media.

Girls on the Run North Bay Team:

- Work with the team to host the end-of-program 5K event that is in Girls on the Run Spirit and welcoming for the diverse communities we impact.
- Actively participate in weekly staff meetings, coming prepared and engaging in collective problem-solving.

Qualities and Qualifications:

- Passion for Girls on the Run mission and the ability to effectively communicate issues surrounding empowerment, self-confidence, body image and whole-person health.
- Bachelor's degree or equivalent required. 1-3 year's development management work experience, or equivalent required

- Experience with Girls on the Run or other similar youth programs, preferred.
- Experience working with donors, foundations, businesses or schools in Sonoma a plus.
- Experience writing grants and donor requests that are aligned with their priorities or guidelines preferred.
- Committed to build a more inclusive, diverse, just and equitable community.
- Strong community and customer service focus from a trauma informed lens.
- Can-do attitude, with the ability to achieve high quality outcomes while managing multiple projects.
- Willingness to work a flexible schedule with some evening and weekend work.
- Outstanding communication and presentation skills with a range of donors.
- Ability to work effectively as a team member and maintain positive, best of intent from a trauma informed lens.
- Demonstrated strong project management skills.
- Proficient in Microsoft suite and adept at learning new systems.
- Access to reliable transportation for events, donor and team meetings.
- Fluency in Spanish preferred but not required.

This position is hourly and offering a rate between \$28 - \$30 an hour, at approximately 20 hours per week with the potential to increase with impact.

Girls on the Run of North Bay will recruit more than 400 volunteers and serve close to 2,000 girls in 3rd through 8th grade this coming school year. We are embarking on the implementation of a new strategic plan to grow our impact, providing extra support to our under-resourced communities, and ensuring organizational sustainability. This position plays a key role in leading our strategies to achieve our plan.

Girls on the Run North Bay is a 501(c) 3 nonprofit that is part of the national Girls on the Run® International movement. Girls on the Run North Bay with our volunteer life coaches is committed to be a stand-byer, celebrate uniqueness and help our community be more inclusive, diverse, just, and equitable.

Girls on the Run helps girls recognize their potential and rise above gender expectations that may limit their health, confidence, and joy. We respect and value the individuality and dignity of all people and welcome children who identify as girls, nonbinary, and gender-nonconforming to participate in our program.