



opening doorways to opportunity for stable housing

Job Description

Development Manager

Reports To: Executive Director

Status: Full-Time, Exempt

Salary: \$75 000

Paida Ndemera
Executive Director

Molly P Clopp
Board Chair

Rob Culin
Board Vice Chair

Andrea Hecht
Board Treasurer

Danny Miesen
Board Secretary

Nick Scriabine
Board Member

Hallie Daily
Board Member

Hailey Solares
Board Member

Bill Berkowitz
Board Member

Position Summary

The Development Manager is responsible for leading Trinity Center's fundraising, donor engagement, grants management, marketing, and external communications strategies. The position develops and implements comprehensive resource development initiatives that strengthen financial sustainability while advancing Trinity Center's mission of serving individuals experiencing homelessness and poverty.

Working closely with the Executive Director, Board of Directors, and community partners, the Development Manager cultivates philanthropic relationships, manages donor stewardship, oversees fundraising events, coordinates grant reporting, and leads organizational communications to increase community awareness and financial support.

Essential Responsibilities

1. Philanthropy & Resource Development

- Develop and implement an annual fundraising plan aligned with Trinity Center's strategic priorities.
- Identify, cultivate, solicit, and steward individual, corporate, foundation, faith-based, and community donors.
- Build long-term donor relationships that increase annual and major gifts.
- Coordinate annual giving campaigns and donor appeals.
- Support the Executive Director and Board in fundraising activities.
- Track fundraising performance and prepare regular development reports.

2. Donor Outreach & Stewardship

- Develop donor stewardship strategies that strengthen donor engagement and retention.
- Coordinate donor recognition activities.
- Prepare personalized donor communications and acknowledgements.
- Schedule donor meetings and site visits.
- Maintain relationships with existing donors while cultivating prospective supporters.
- Create stewardship reports demonstrating donor impact.

3. Event Planning & Execution

- Lead planning and execution of fundraising events.
- Coordinate sponsorship opportunities.
- Recruit volunteers and event committees.
- Manage event budgets and logistics.
- Evaluate event outcomes and return on investment.
- Coordinate donor appreciation events.

 (925) 949-8712
 (925) 949-8713
 trinitycenterwc.org

 **Mailing Address:**
Post Office Box 126
Walnut Creek, CA 94597

 **Service Address:**
1888 Trinity Avenue
Walnut Creek, CA 94596

4. Donor Database Management

- Maintain the donor database to ensure data integrity.
- Track donations, pledges, grants, and donor interactions.
- Generate donor reports and fundraising analytics.
- Segment donor lists for targeted communications.
- Monitor donor giving trends and retention metrics.
- Ensure compliance with donor privacy and confidentiality standards.

4. Marketing & Communications

- Develop annual marketing and communications plans.
- Manage Trinity Center's branding and public image.
- Coordinate newsletters, annual reports, social media, website content, and email campaigns.
- Develop compelling stories highlighting program impact.
- Produce marketing materials supporting fundraising initiatives.
- Build community awareness through strategic communications.

5. Community Relations

- Represent Trinity Center at community events and networking opportunities.
- Develop partnerships with businesses, civic organizations, faith communities, and philanthropic groups.
- Coordinate speaking engagements.
- Increase community visibility through outreach initiatives.

6. Strategic Planning & Organizational Support

- Participate in strategic planning initiatives.
- Support Board Development Committee activities.
- Prepare fundraising dashboards and reports for leadership and the Board.
- Contribute to organizational sustainability initiatives.
- Collaborate across departments to ensure fundraising efforts reflect program priorities.

Financial & Operational Responsibilities

- Assist in developing annual fundraising revenue projections.
- Monitor fundraising budgets.
- Track campaign performance.
- Maintain accurate records for audits and reporting.
- Ensure compliance with donor restrictions and nonprofit fundraising regulations.

Minimum Qualifications

- Bachelor's degree in Nonprofit Management, Communications, Marketing, Business Administration, Public Administration, or a related field (or equivalent experience).
- Minimum of 2–5 years of progressively responsible nonprofit fundraising or development experience.
- Demonstrated success in donor cultivation and stewardship.
- Experience coordinating fundraising events.
- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Experience using donor management/CRM systems (e.g., Donorperfect or similar).
- Proficiency in Microsoft Office and Google Workspace.

Preferred Qualifications

- Bachelor's degree preferred but not required; advanced degree in nonprofit management, communications, or a related field also preferred but not required.
- Minimum 3 years of progressive fundraising experience, with at least 2 years experience in a management role. 5+ years progressive fundraising experience strongly preferred.
- Demonstrated success in securing major gifts, corporate sponsorships, and foundation grants.
- Experience managing and executing fundraising events of various types and sizes.
- Proven track record of meeting or exceeding fundraising goals in a nonprofit environment.
- Experience working with homelessness, housing, behavioral health, or human services organizations.
- Knowledge of California nonprofit funding landscape.

Core Competencies

- Relationship Building
- Strategic Thinking
- Results Orientation
- Communication Excellence
- Project Management
- Collaboration
- Accountability
- Integrity
- Initiative
- Adaptability

Performance Indicators

Success in this role will be measured by:

- Annual fundraising revenue growth
- Grant funding secured
- Donor retention and acquisition rates
- Major donor cultivation outcomes
- Event fundraising performance
- Timeliness and quality of grant reporting
- Growth in community engagement and brand visibility
- Accuracy and completeness of donor database records

Physical Requirements

- Ability to travel locally for meetings and events.
- Ability to occasionally lift up to 25 pounds for event materials.
- Ability to work occasional evenings and weekends for fundraising events and community engagements

Benefits

- Health insurance
- Retirement plan
- Paid time off
- Vision insurance
- Dental insurance
- Life insurance

Send Resume and Cover Letter to

Paida Ndemera, Executive Director

paida@trinitycenterwc.org