



Job Description: Development Director

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

Pay Rate: \$85,000+ 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:

the Development Director, serves as a key strategic leader in advancing the Sonoma Community Center's long-term sustainability, growth, and impact. Working closely with the Executive Director, Board, and senior staff the Development Director shapes and leads a comprehensive development strategy that aligns philanthropic resources with the organization's mission, priorities, and vision for the future.

As the organization's senior fundraising strategist, the Development Director cultivates and strengthens a culture of philanthropy, deepens relationships with donors and community partners, and builds a robust pipeline of

individual, institutional, corporate, and other funding opportunities. The Development Director provides strategic leadership in donor cultivation and stewardship while identifying and developing new funding streams that diversify revenue, increase organizational resilience, and position the Community Center for sustained growth.

In partnership with the Executive Director and Board, the Development Director establishes ambitious yet achievable development goals, assesses performance and emerging opportunities, and continually refines strategies to strengthen the organization's fundraising capacity. This role will help shape not only how the Community Center raises resources, but how it builds the relationships, partnerships, and long-term philanthropic investment necessary to realize its vision and serve the community for years to come.

The Development Director's responsibilities include:

Strategic Leadership & Planning

- Serve as a member of the Community Center's Leadership Team, partnering with the Executive Director, Board of Trustees, and senior staff to establish strategic priorities that advance the organization's mission, values, vision, and long-term sustainability.
- Provide strategic leadership for the Community Center's overall development program, aligning fundraising priorities with organizational goals and emerging opportunities.
- Develop, lead, and evaluate a comprehensive annual Development Plan encompassing individual giving, major gifts, grants, membership, events, corporate partnerships, planned giving, and other revenue streams.
- Establish clear fundraising goals, benchmarks, and performance measures; regularly assess results and adjust strategies to maximize impact and long-term growth.
- Develop and manage the Development department budget, ensuring resources are strategically allocated to support fundraising growth and organizational priorities.

- Build a diversified and sustainable development program by identifying new funding opportunities, cultivating strategic partnerships, and developing new revenue streams.
- Advise the Executive Director and Board on fundraising trends, opportunities, risks, and strategies that can strengthen the Community Center's financial position and philanthropic reach.

Donor Strategy, Stewardship & Major Gifts

- Develop and oversee a comprehensive donor cultivation and stewardship strategy that deepens engagement, strengthens retention, and increases long-term philanthropic investment in the Community Center.
- Provide leadership for the identification, qualification, cultivation, solicitation, and stewardship of donors and prospective donors.
- Partner with the Executive Director and Board members to strategically engage key donors, prospects, and community leaders.
- Oversee strategies to increase donor retention, upgrade giving levels, and strengthen the overall lifetime value of donor relationships.
- Develop and grow a legacy and planned giving program that builds long-term philanthropic support.
- Oversee strategies to increase donor retention, upgrade giving levels, and strengthen the overall lifetime value of donor relationships.
- Ensure that donor communications and stewardship practices reflect the Community Center's mission, impact, and commitment to meaningful community engagement.

Grants & Institutional Giving

- Provide strategic oversight of the Community Center's grants pipeline, ensuring alignment between funding opportunities and organizational priorities.
- Identify, cultivate, and pursue new foundation, government, corporate, and other institutional funding opportunities.
- Oversee the development and submission of competitive grant proposals and timely, compelling grant reports.
- Lead and support the work of additional grant writers, ensuring consistency, quality, and strategic alignment across proposals.

- Partner with program and finance staff to develop strong proposals, budgets, impact measures, and grant reports.
- Lead regular grants strategy meetings with the Executive Director, Director of Operations, and Director of Programs to assess opportunities, upcoming deadlines, reporting requirements, and funding priorities.
- Build and strengthen relationships with foundation and institutional funders to create opportunities for multi-year, unrestricted, and increased support.

Fundraising & Revenue Development

- Develop and manage an integrated annual Development calendar that strategically coordinates fundraising campaigns, donor cultivation, stewardship, grant activity, membership, sponsorships, and events.
- Lead annual individual giving and direct-mail campaigns, establishing strategies and goals to grow participation and revenue.
- Provide strategic leadership for the Community Center's membership program, with an emphasis on acquisition, retention, engagement, and revenue growth.
- Develop and grow a corporate sponsorship program that creates mutually beneficial partnerships while generating meaningful support for Community Center events and programming.
- Provide strategic leadership for the Community Center's annual MUSE Gala, taking primary responsibility for developing and executing a comprehensive fundraising strategy that meets or exceeds revenue goals.
- Develop fundraising strategies for smaller annual events and campaigns

Other duties as assigned

This job may be a fit for you if you:

- Have 5+ years of experience in nonprofit development, with increasing responsibility for fundraising strategy, donor relationships, and organizational resource development.
- Have a track record of developing and implementing successful fundraising strategies across multiple revenue streams, including individual giving, major gifts, grants, corporate and foundation support, events, and other philanthropic opportunities.
- Are a strategic thinker who can translate an organization's mission, priorities, and vision into clear development strategies, goals, and plans.
- Have demonstrated success in cultivating, soliciting, and stewarding donors, and understand how to build meaningful, long-term philanthropic relationships.
- Are energized by the opportunity to identify and develop new funding streams, expand a prospect pipeline, and build partnerships that strengthen an organization's financial sustainability.
- Have experience working closely with an Executive Director, Board, and/or senior leadership team to align fundraising priorities with broader organizational goals.
- Are able to balance long-term strategic planning with the day-to-day leadership and follow-through needed to keep a development program moving forward.
- Are a collaborative leader who can engage, motivate, and guide staff, Board members, volunteers, and organizational partners toward shared fundraising goals.
- Bring excellent judgment, attention to detail, and problem-solving skills, with the ability to navigate competing priorities and changing circumstances.
- Communicate with clarity, authenticity, and confidence in both written and spoken English and are comfortable representing the organization with donors, funders, community partners, and other stakeholders.
- Demonstrate empathy, respect, and professionalism in all interpersonal interactions and are able to build relationships with people from a wide range of backgrounds and experiences.
- are comfortable using spreadsheets, databases, word processing, and other tools to manage fundraising information, track progress, and support strategic decision making.

- Have experience with major donor programs, planned giving, or other individual giving strategies is a plus.
- Have experience with campaign planning, feasibility studies, prospect research, or comprehensive fundraising campaigns is strongly valued.

How to Apply:

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

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

Please send your materials to Vanessa Glamore Rognlien, Executive Director, at vanessa@sonomacommunitycenter.org

Questions about the role? Please reach out to Executive Director, Vanessa Glamore Rognlien at the email listed above or via phone/text at 707/931-4166

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 Vanessa Glamore Rognlien for more information.