



Engagement & Development Manager

32-hour week position

Compensation: \$82k–\$86k full-time (40 hours/week) equivalent based on experience and qualifications

Salary will be prorated for 32 hours/week.

Benefits: Paid vacation, sick leave, health benefits and professional development

Reports to: Executive Director

Remote Eligible: Office in Point Reyes Station, with flexibility for partial remote

Effective June 2025 · Open until filled

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

Position Summary

The Engagement Manager plays an important role in furthering West Marin Fund's mission through managing and implementing engagement strategies to mobilize resources, diversify and expand funding sources, and establish systems to streamline and enhance fundraising effectiveness. The ideal candidate will have solid understanding and experience in development plus strengths in relationship building and communication. The Engagement Manager works closely with and reports to the Executive Director.

Key Responsibilities

Development Planning

- Manage and coordinate the annual process to define development goals and strategies
- Develop and maintain systems for managing, tracking and reporting on implementation of development goals, with attention to continuous improvement
- Create and manage processes for alignment of program, fundraising and outreach activities — to help ensure consistency in purpose, priorities, scheduling, audience engagement and messaging

Donor Management

- Develop and implement strategies for mid-level, first-time individual donors and new prospects; conduct research; update database records; track and report on results
- Working closely with relevant staff and consultants, develop, manage and coordinate strategy, content, and schedule for end-of-year and summer fundraising campaigns
- Work closely with the Fund Associate to ensure acknowledgment letters for contributions are accurate and sent out in a timely manner; draft personalized messages for donors as needed

- Partner with and support the Fund Associate to enhance the Steward Program and increase Steward activity and results
- Track and report on agency-wide fundraising efforts to support fundraising priorities, maximize results and strengthen donor engagement

Institutional Funding

- Identify, research and track opportunities for institutional funding, particularly private foundations
- Submit timely grant applications and reports, incorporating relevant input from finance, fundraising and program staff
- When needed, collaborate with nonprofits serving West Marin to increase value and impact of funding applications

Communications & Outreach

- Manage Engagement Committee meetings (e.g. setting agenda, scheduling, taking notes, etc.)
- Collaborate with West Marin Fund's communications and design consultants to implement a variety of communications across platforms, such as e-newsletters, donor updates, reports, and stories of program impact.
- Partner with Operations Manager to ensure the coordinated management of donor events, including event logistics

General

- Maintain constructive working relationships within the organization, among donors and advisors, and with other key stakeholders.
- Help ensure that daily communications and development operations are in alignment with organizational goals, governing policies, and applicable federal, state, and local laws and regulations.
- Actively support or manage the implementation of evaluation methods and procedures to measure effectiveness of fundraising and engagement initiatives.
- Other duties as required

This position description reflects the general scope of responsibilities and may be adjusted, at the organization's discretion, to support its mission and respond to evolving priorities.

Qualifications

Education & Work Experience

- Undergraduate or bachelor's degree or equivalent education and experience.
- Minimum of three to five years' experience working in a professional capacity in fundraising and communications.

Knowledge & Skills

- Solid understanding of fundraising principles, donor relations, and stewardship, with knowledge of best practices and protocols in development.
- Demonstrated success in building and sustaining strong, diverse relationships with community members and donors that leads to increased giving.
- Ability to engage in non-judgmental conversations about giving, based on empathy, respect and confidentiality.
- Strong written and verbal communication skills, with experience in range of communications platforms; experience in successful grant writing preferred.
- Technologically savvy with proficiency in MS Suite (Excel, Word, Outlook), plus experience using databases, presentation software, shared project management and remote meeting tools.
- Experience with CRM software.
- Working knowledge and/or proficiency across a range of communication platforms preferred, including social media, email marketing, content management systems and digital publishing tools.
- Knowledge of rural communities in California, with knowledge of West Marin preferred.
- Creative problem-solving skills, with ability to take initiative, accept direction and seek guidance.
- Bilingual English Spanish preferred.
- Emotional maturity, with a proven ability to build collaboration at all levels. Team player.
- Excellent attention to detail with track record of achieving results and meeting deadlines.
- Strong organizational, project and time management skills.
- Ability to maintain confidentiality and respect for values-based work.
- Commitment to ongoing learning.

Compensation and Benefits

- 32-hour week position
- \$82,000–\$86,000 full-time (40 hours/week) equivalent, based on experience and qualifications. Salary will be prorated for 32 hours/week.
- Paid vacation, sick leave and health benefits available from first day of employment
- Professional development opportunities and training

Remote Work

- Presence in Point Reyes is essential
- Some flexibility for hybrid, in-person and remote work
- Employees must reside or plan to reside in the Bay Area, California

Work Environment/Physical Requirements

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

Requesting Accommodations: West Marin Fund is committed to the full inclusion of all qualified individuals. As part of this commitment, The Fund will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact jobs@westmarinfund.org

To Apply

Send resume with cover letter summarizing your interest and qualifications to jobs@westmarinfund.org with the subject line 'Engagement Manager'.

For more information about our work, please visit westmarinfund.org

No phone calls, no walk-ins, no recruiters.

West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.