



Santa Cruz County

NAMI Santa Cruz County Development Manager Job Description

September 2021: Applications accepted until filled.

How to Apply

Please email the following items to info@namisc.org:

- Resume
- A cover letter that briefly outlines why you are interested and qualified for the Development Manager position
- A one-two page writing sample that outlines why you would like to work for NAMI SCC.
- Three job references with contact information (References will not be contacted unless you are chosen for an interview.)
- **Only complete applications will be considered**

NAMI (The National Alliance on Mental Illness) of Santa Cruz County exists to educate, advocate, and support those affected by mental illness, their families, friends, and our community. We believe in creating compassion, hope, equity, and empowerment for all those with mental health conditions and their families. We have a dedicated Board of Directors, staff, talented teachers, peer leaders, and over 60 volunteers who together operate various nationally recognized programs and provide a range of compassionate services for families, clients, schools, providers, and the community. We serve 6,700 people a year.

Position Summary

NAMI SCC seeks to add a dynamic, collaborative thought partner to our leadership team as Development Manager. The ideal candidate will help lead and execute a comprehensive development strategy for the organization, including NAMI SCC's annual fundraising campaigns, major gifts, special events, donor cultivation, and recognition programs. The position reports to the Executive Director.

The Development Manager serves as an essential contributor to NAMI Santa Cruz County's culture and success by:

- Inspiring commitment and generosity in our donors to support the mission, vision, and activities of NAMI SCC to improve the lives of those with mental health conditions, their families, and community members
- Engaging with and modeling NAMI's vision, mission, and values in all aspects of work
- Actively spearheading a comprehensive fund development plan to support the Strategic Plan.

Essential Duties and Responsibilities

The Development Manager's role will include the following:

- Leadership and direction to the executive leadership team and provide effective execution and evaluation of all development activities
- Responsibility for the implementation and evaluation of annual campaigns and appeals
- Responsibility for all aspects of the direct mail programs

- Assistance in planning and managing special events, and preparing related printed materials and publications
- Support for various fundraising projects/initiatives assigned by executive leadership, such as campaigns, endowments, major gifts, and planned giving
- Encouragement and support of board committees responsible for planning and implementing development activities
- Responsibility for the oversight of the organization's development and database systems including timely and thorough data entry and gift thank you processing
- Participation in the development, implementation, and evaluation of the annual Fund Development budget and goals
- Maintenance of donor and financial records consistent with IRS requirements, creating donor and financial reports to help monitor and evaluate results

Our ideal candidate is:

- Passionate and committed to the mission and vision of NAMI Santa Cruz County
- Passionate about philanthropy with a proven record of fundraising successes and donor cultivation
- Driven to keep up to date and implement best practices in fund development and nonprofit management
- A strong collaborative team player
- Compassionate with great listening skills and a self-starter
- Collaborative and has a collegial management style that includes a good sense of humor, kindness, and flexibility
- Excellent attention to detail, timely organizational skills, and adaptability

Qualifications and Skills

Qualifications:

- 3+ years of demonstrated successful experience in fund development and donor cultivation
- Proficiency in Microsoft Word, Excel, PowerPoint, databases
- Familiarity with design programs a plus (Canva, Adobe, etc.)
- Experience with aspects of using donor databases
- Excellent written and verbal communication skills

Demonstrated Ability to:

- Establish and maintain effective, collegial working relationships with peers, volunteers, staff, the Board, and the community
- Adapt to a changing environment with a calm, mindful approach
- Learn new, emerging technologies

Compensation: \$27-\$30/hour; 25-32 hours/week

Benefits: Negotiated reimbursement for health insurance

Thank you very much for your interest in NAMI. Please communicate to us by email only. We cannot accept incomplete submissions.

NAMI of Santa Cruz County is an equal opportunity employer.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, breastfeeding, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.