



**Action Council of Monterey County, Inc.**

## JOB POSTING

<b>Job Title:</b> Development Manager	<b>Commitment:</b> Full-time
<b>Internal Classification:</b> Program Manager I	<b>FLSA:</b> Salary, Exempt
<b>Program:</b> Action Council	<b>Salary Range:</b> \$66,560 - \$72,541 annually (based on experience)
<b>Reports to:</b> Executive Director	<b>Revision date:</b> August 2, 2024

### About Action Council

The Action Council of Monterey County was created in 1994 to address unmet needs of low-income residents due to welfare reform. It has since evolved into a hub for social innovation, incubation, and cross-sector collaboration. Action’s mission is to empower people to transform their communities by incubating leaders, ideas, organizations, and collaborative action. It has incubated Building Healthy Communities (BHC), Mujeres en Acción, and other grassroots organizations.

Building Healthy Communities Monterey County (BHCMC) engages and develops community leadership to achieve equitable outcomes in health, education, and economic opportunity. Coordinated through Action Teams, BHCMC works towards policy and systems change grounded in a healing-informed racial justice framework.

### Position Overview

The Action Council is seeking a Development Manager who will support the sustainability of the organization, empowering residents to address equity issues in health, economic development, housing, education, and public policy. Under the general supervision of the Executive Director, the Development Manager will engage and maintain relationships with partners and funders, allowing the team to focus on advancing a racial equity framework with policy or systems change outcomes. The Development Manager will connect diverse community groups within the Action Council network.

The Development Manager will support and facilitate the organization’s fund development work. This role requires high-level skills in project management, grant writing, marketing, donor relations, and development. Experience in community organizing is beneficial. The



Development Manager will also engage and support staff, including action team leads/organizers and the narrative and communications manager, ensuring staff involvement in fund development efforts.

## **Primary Job Functions**

- **Grant and Proposal Writing and Reporting:**
  - Write, submit, and monitor grant proposals to foundations and government funders.
  - Work with staff to gather necessary details for grant writing.
  - Ensure timely submission and compliance with grant requirements, including accurate submission of grant reports, adhering to funder deadlines.
  - Collaborate with program and finance staff to gather necessary data and information for comprehensive and compelling grant reports.
- **Prospect Development:**
  - Identify, research, and cultivate new sources of funding including individual donors, corporate partners, foundations, and government grants.
  - Participate in relevant events and represent BHC in the community.
  - Engage community members in fundraising efforts.
- **Fundraising Coordination:**
  - Build relationships with donors and prospects, coordinate meetings, and make direct asks to meet annual revenue goals.
  - Develop and execute fundraising appeals through mail, email, and social media.
  - Develop a membership model to engage the community in supporting the organization's work.
  - Collaborate with the Executive Assistant to coordinate donor meetings and fundraising events with the Executive Director, Board of Directors and leadership.
- **Donor Data Management:**
  - Manage the donor database and ensure accurate and timely recording of donations.
  - Ensure timely thanking of donors and maintain the integrity of constituent records.
- **Resource Development Planning:**
  - Formulate and guide the annual strategic development plan.
  - In coordination with Leadership, support in the development of fundraising strategies that include direct donor and large donor bases.
- **Development Committee Liaison:**
  - Act as a staff liaison with the Development Committee on the board, facilitating communication and supporting committee activities.



- **Other duties as assigned**

## **Requirements**

- 3+ years of experience in a fundraising or development role.
- 1+ years of experience managing projects
- 1+ years working with community members and with systems leaders
- Strong grant writing and proposal development skills.
- Experience in donor cultivation and relationship management.
- Excellent verbal and written communication skills.
- Proficiency in donor management systems (e.g., Salesforce, NationBuilder).
- Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job.
- Must reside in Monterey County and have the ability to work in office in Downtown Salinas.

## **Skills/Abilities**

- Strong project management skills, with strong dedication to meeting all deadlines
- Strong organizational and time management skills
- Ability to manage multiple tasks and projects simultaneously
- Advanced technical skills (Google Suite Applications, donor CRMs, social media [FB, X (formally known as Twitter), Instagram])
- Ability to translate complex information to diverse audiences
- Active knowledge and interest in racial equity, public policy and systems change
- Flexibility of schedule, ability to work some nights and weekends
- Creative thinker and problem-solver who is also open to the insight of others
- Friendly communications skills, in person and over phone
- Active listening skills, including the ability to summarize or articulate key points
- Ability to give, receive and incorporate constructive feedback
- An interest and passion for connecting with local funders to share our organization's vision
- Ability to travel occasionally to meetings, trainings, and conferences.
- Bilingual (English and Spanish) preferred, but not required.
- A willingness to deepen healing informed practice

## **Physical Demands**

- Able to lift and carry up to 30 pounds.
- Able to use hands to handle or operate objects, tools, or controls.



- Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Physical Demands**

- The employee should be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- Able to lift a 30-pound box and carry it 100 feet; push a hand truck/ dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves in files located 0 to 60 inches above the floor.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Benefits:**

Benefits include Medical, Dental, Vision and 403(b). We also provide competitive vacation, and sick leave. We value the well-being and health of our employees, which is why our benefits package also includes two yearly office closures of the organization mid-year and at the end of the year that will be considered paid holiday time off. Benefits are available when an employee completes the introductory period and meets eligibility.

### **How to Apply**

Please fill out the online application found on the Action Council website ([www.actioncouncil.org](http://www.actioncouncil.org)) under Careers or [click on this link](#) to be taken directly to the application. You will be asked to answer a few questions, and to upload your resume along with three professional references.

If you have any questions please contact [HR@actioncouncil.org](mailto:HR@actioncouncil.org).

### **Application deadline:**

Until filled, priority screening deadline is September 1