



Job Description: DEVELOPMENT MANAGER

Development Manager

Orangevale-Fair Oaks Community Foundation

Full-Time, Exempt

About Us

The Orangevale-Fair Oaks Community Foundation (OVFO) exists to inspire generosity and strengthen our community by supporting local programs that feed, serve, and uplift families in need. OVFO operates the Orangevale-Fair Oaks Food Bank, the Food Bank Farm, HART of Fair Oaks & Orangevale, Treat Our Teachers, and several community events and initiatives. We are expanding our impact as a community foundation that not only runs vital programs but also provides resources and support for other local nonprofits.

Position Summary

The Development Manager will play a key role in strengthening and expanding OVFO's fundraising capacity. This position manages grants, campaigns, donor communications, and events, and provides vital support to the CEO in cultivating donor relationships. The ideal candidate is a strong project manager, storyteller, and relationship-builder who thrives in a fast-paced, entrepreneurial nonprofit environment.

Key Responsibilities

Donor Engagement & Communications (35%)

- *Manage donor database (CRM), ensuring accurate records and timely acknowledgments.*
- *Coordinate donor communications: newsletters, impact reports, appeals, and thank-you letters.*

- *Support CEO with donor prep, follow-up, and stewardship activities.*

Campaigns & Events (25%)

- *Lead annual campaigns (e.g., Big Day of Giving, year-end appeal, Giving Tuesday).*
- *Plan and execute donor-focused events (e.g., Turkey Bowl, appreciation events, community fundraisers).*
- *Coordinate logistics, sponsorships, and donor recognition for events.*

Sponsorships, Grants & Foundation Engagement (25%)

- *Research, write, and manage grant proposals and reports.*
- *Maintain a grant calendar, ensuring deadlines and compliance are met.*
- *Track outcomes and collaborate with program staff for impact reporting.*

Development Operations (15%)

- *Oversee fundraising systems, reports, and tracking.*
- *Support board fundraising engagement.*
- *Manage volunteers or interns assisting with development activities.*

Qualifications

- *2–5 years of nonprofit development or related experience.*
- *Comfortable with CRM/databases, email platforms, and social media.*
- *Proven success with grant writing and donor communications.*
- *Strong organizational and project management skills.*
- *Excellent written and verbal communication; persuasive storyteller.*

- *Ability to work independently while thriving in a collaborative team culture.*
 - *Passion for community impact and alignment with OVFO's mission.*
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Compensation & Benefits

- *Salary range: **\$70,000 – \$80,000**, commensurate with experience.*
 - *Health and retirement benefits available.*
 - *Flexible, family-friendly work environment.*
 - *Opportunities for professional development and growth.*
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How to Apply

*Please submit a resume and cover letter outlining your interest and qualifications to **careers@ovfocf.org**. Applications will be reviewed on a rolling basis until the position is filled.*