



Job Title: Development Manager

Reports to: President & CEO

Status: Full Time, Exempt

Location: Monterey, Ca or Hybrid consideration (must be in California)

Salary Range: \$80,000 – \$105,000 DOE

About CALF:

The California Agricultural Leadership Foundation (CALF) is a 501(c)(3) nonprofit with a mission of *Growing leaders who make a difference*. Through the California Agricultural Leadership Program, CALF develops leaders who are equipped to navigate the complex challenges facing agriculture today and into the future. For over 50 years, the program has brought together leaders from across California agriculture for a transformational learning experience focused on leadership, communication, and systems thinking. CALF works in partnership with leading universities across the state and is widely recognized as one of the premier leadership development programs in the country.

Job Description Summary:

CALF is entering a new phase of growth, focused on building a more intentional and sustainable approach to development that will strengthen its impact for years to come. The Development Manager reports to the President & CEO and will play a key role in advancing the organization’s fundraising strategy and donor engagement.

This role is responsible for coordinating day-to-day development activities, strengthening donor engagement, and supporting the President & CEO and Development Committee in fundraising efforts. The position will help translate strategy into action by building systems, improving consistency, and ensuring follow-through across development work.

This is a hands-on role for someone who is both organized and relational, and who is excited to help build and grow the organization’s development function over time.

Key Responsibilities:

Donor Engagement & Growth

- Build and support the cultivation, solicitation, and stewardship of individual, corporate, alumni, and foundation donors
- Manage and strengthen relationships with current donors, with a focus on retention and increased engagement
- Identify opportunities within the existing donor base and build strategies for re-engaging past donors
- Ensure timely, thoughtful donor communication and recognition

Development Operations & Systems

- Manage and maintain donor records in Bloomerang, ensuring accuracy and consistency
- Track donor activity, engagement, and giving trends to support strategy and decision-making
- Develop and maintain systems for donor moves management, reporting, and follow-through
- Establish and improve internal processes to support a growing development function

- Prepare regular reports and materials for CEO and Board use

Annual Fund & Campaigns

- Coordinate and lead the execution of the annual fund, including appeals and follow-up
- Assist in developing targeted outreach strategies and specific donor requests
- Support recurring giving efforts and donor segmentation strategies

Events & Sponsorship Support

- Coordinate with the Alumni Engagement and Event Manager on fundraising-related events and support event committees
- Ensure events are aligned with development goals, including donor engagement and revenue generation
- Lead and support sponsorship outreach and fulfillment

Board & Volunteer Engagement

- Support the fundraising efforts of the President & CEO and Development Committee
- Prepare materials, briefings, and follow-up for donor meetings and outreach
- Help coordinate volunteer engagement in development activities
- Contribute to building a culture of philanthropy across the organization

Collaboration Across CALF

- Work closely with the team to align messaging and engagement
- Support storytelling and case for support efforts through content and donor-facing materials
- Contribute to a collaborative and team-oriented culture
- Support development and refinement of CALF's case for support and donor messaging

Experience & Qualifications:

- 3–7 years of experience in fundraising, nonprofit development, or related work
- Bachelor's degree in a relevant field, or equivalent experience in fundraising, communications, or relationship management.
- Demonstrated success with donor engagement, events, or campaign coordination
- Strong organizational and project management skills with attention to detail
- Ability to manage multiple priorities and follow through independently
- Strong written and verbal communication skills
- Experience working with CRM systems (Bloomerang or similar preferred)
- Proficient in Microsoft 365 tools
- Ability to build and maintain positive working relationships with a variety of stakeholders
- Comfortable working in a collaborative, evolving environment
- Experience in agriculture and/or education or a related industry is a plus.
- Willingness to work occasional evenings and weekends, with approximately 30% travel throughout California to support events and donor engagement.
- Willingness to be flexible and adapt as the role and organization grows
- Must reside and be authorized to work in California

What Success Looks Like (First 12–18 Months):

- Strong systems in place to track donor engagement and activity
- Increased consistency and follow-through across development efforts
- Strengthened donor relationships leading to increased engagement and long-term retention
- Clear coordination of fundraising activities across staff, alumni, and volunteers
- Meaningful support provided to leadership in advancing fundraising efforts

Why Join Us?

- Be part of shaping the next generation of leaders in California agriculture.
- Work with an influential and connected alumni network across the state.
- Collaborate with an energized, mission-driven team.
- Competitive compensation with full health, dental, and vision coverage.
- Opportunities for professional development and growth.

How to apply:

Submit a letter of interest and resume to careers@agleaders.org

Please address the following in your letter of interest (1–2 pages total):

1. What interests you about this role and the mission of CALF?
2. How do you approach building and maintaining relationships with donors or stakeholders?

Position will remain open until filled.