



Job Title: Development Manager
Location: Napa or Solano County, CA
Reports To: Executive Director
FLSA Status: Non-Exempt, Hourly
Posting Date: 4/15/2025

Position Summary:

The Girls on the Run of North Bay Development Manager plays a critical role in sustaining an organization that is committed to helping our community be a more inclusive, diverse, and equitable space for girls, especially in our under-resourced communities. This position is responsible for managing and executing development strategies and programs to develop new funding streams, including donations (individual or company), sponsorships, fundraising events, and grants (Donor Advised Funds and Foundation grants). Building and nurturing community relationships and partnerships will be key.

The position is approximately 20 hours per week depending on program deadlines and events. This is a hybrid position with flexibility to work from home. There are some required in-person meetings and meetings with donors, sponsors, or events may be in person as well.

Responsibilities:

- Manage and drive development strategic initiatives to meet fundraising goals.
- Identify new prospects and develop a strategy to cultivate relationships to grow into donors.
- Build and cultivate partnerships with existing donors within Napa and Solano counties.
- Impact revenue generation through fundraising events and grant opportunities.
- Review, analyze, and respond to potential donor or grant opportunities in a communication style that is GOTR aligned.
- Be an authentic champion of Girls on the Run through compelling storytelling
- Lead digital and in-person fundraising events, including annual giving campaigns.
- Proficiently manage and track donation outcomes using GOTR systems and technology.
- Communicate and collaborate effectively with the GOTR team within in-person and remote environments. This includes a feedback loop to the team with regards to trends, conversation, or risks in the space from a fundraising perspective.
- Review GOTRI development and marketing materials to determine relevance and consistency. Maintain communication with other GOTR councils to leverage development best practices.
- Support and attend all GOTR sponsored events, including the 5K and fundraiser functions.
- Contribute to marketing and communication materials for donors, volunteer coaches, participants and families.

Experience:

- Recently had 1-3 year's development management work experience, or equivalent.
- Experienced in writing grants and donor requests.
- Proficient in managing multiple deadlines, tasks, projects, and conversations in a professional environment.
- Strong in written and verbal communications skills, understanding how to weave in empathetic language and storytelling.
- Proficient in technology to efficiently communicate with teams in remote settings.
- Bachelor's degree or equivalent.

We are looking for someone who is:

- Passionate for women and girls empowerment, and authentically is mission-aligned with Girls on the Run toward building a confidence, resilience for girls for under-resourced families.
- A champion of positively impacting issues surrounding girl empowerment, inclusivity,

- diversity, self-confidence, body image and whole-person health.
- Strong in building professional connections and retaining relationships both in-person and in written communication.
- Results-driven and demonstrates consistent high quality in their work output.
- A self-starter, creative thinker, and adaptable to a dynamic environment.
- Community and customer service focused from a trauma informed lens.
- A collaborative and supportive team member.
- Comfortable with a flexible schedule with some evening and weekend work.
- Able to have reliable transportation for events, donor and team meetings.

It would also be great if you have:

- Fluency in Spanish
- Prior experience working with donors, foundations, businesses or schools in Napa or Solano county
- Strong professional relationships in Napa or Solano counties
- Experience or familiarity with Girls on the Run or other similar youth programs
- Understanding how to approach situations from a trauma informed lens
- Familiarity in working in the non-profit space

This position is hourly with a rate between \$28 - \$30 an hour, at approximately 20 hours per week with the potential to increase with impact.

If this position interests you, please email us with your resume and cover letter to corinne@gotrorthbay.org

About Girls on the Run North Bay

Girls on the Run North Bay is a 501(c) 3 nonprofit that is part of the national Girls on the Run® International movement. Our mission is to provide an inclusive, diverse, and fun, girl empowerment program that builds resilience through creatively combining social, emotional, and physical health through movement in Napa, Solano and Sonoma Counties, especially to under-resourced families.

Girls on the Run is often mistaken to be a running program. However, what girls really learn are mental health strategies to manage emotions, resolve conflict, and build compassion, while experiencing the joy of movement in an inclusive, diverse, and equitable, girls only space. In our after-school program that runs for 8 weeks each Spring and Fall, the girls complete a Community Project and a 5K Run together, which provides a tangible sense of accomplishment and helps set a confident mindset into motion.

Unique to our program, Girls on the Run North Bay uses the evidenced based curriculum that has been recognized by the Harvard School of Education as a top Social Emotional Learning (SEL) program. Each lesson is facilitated by community-first volunteer mentors who are trained on trauma-informed approach and use strength-based group management to positively impact both the girls' mental and physical health.

Girls on the Run helps girls recognize their potential and rise above gender expectations that may limit their health, confidence, and joy. We respect and value the individuality and dignity of all people and welcome children who identify as girls, nonbinary, and gender-nonconforming to participate in our program.

For more information visit: www.gotrorthbay.org