

Job Title: Development Manager

Reports To: Director of Development

Location: San Rafael, CA with Bay Area local travel / Hybrid

Employment Type: Full-Time Exempt, with occasional nights and weekends as needed for events

Start Date: As soon as possible; flexible for the right candidate

Salary Range: \$85,000-\$108,000/year, depending on experience

About Enriching Lives through Music:

[Enriching Lives through Music](#) (ELM) offers a transformational, tuition-free, multi-year orchestral music and academic support program serving children and youth from the Canal neighborhood of San Rafael—one of the most under-resourced communities in Marin County. Most of our students are first-generation children of immigrant families from Mexico and Central America. For families who came to the U.S. seeking better opportunities for their children, ELM offers not just hope—but results.



Students enter the program in 3rd grade, exploring a carefully planned musical pathway, with academic and social-emotional wraparound support, that empowers them to pursue their dreams with the resources they need to succeed after they graduate high school. Through a comprehensive program, ELM empowers students to build discipline, confidence, and leadership skills. With a strong commitment to inclusivity and equity, ELM fosters a collaborative community where student voices are valued and supported by critical pillars of academic achievement, social and emotional well-being, and family engagement.

After years of growth and impact that began with just 15 students in 2011—and has expanded to nearly 200 students in 2026—we are entering a new chapter after acquisition of a permanent home last year. This new space opens the door for the organization to expand its programs and enrollment, deepen community engagement, and launch multi-year and endowment campaigns that will provide critical resources to shape our future. We are seeking an energetic, thoughtful professional to join our dedicated staff and grow with us during this exciting time of expansion.

Position Summary:

The Development Manager is a critical partner to the Director of Development, driving the day-to-day systems, execution, and donor experience that make ELM's fundraising strategy run smoothly. This role is ideal for a highly organized, detail-oriented fundraising professional who enjoys building strong relationships with stakeholders. The Development Manager plays a key

role in advancing both multi-year campaigns and our annual fund. Reporting to the Director of Development, this position includes donor strategy, communications, grants, events, and is the key support on donor operations and data within our CRM, Bloomerang. The ideal candidate is detail-oriented, enjoys working with both people and data, and is passionate about furthering our mission. This is a full-time, hybrid role with occasional evening or weekend work required for donor & board meetings or events.

The Development Manager will have the opportunity to build upon numerous accomplishments, including:

- A proven, [El Sistema](#) inspired full-scholarship model with transformative impact on nearly 200 youth ages 8-18 encompassing music, academic support, and social-emotional resources
- Strong institutional identity grounded in community, cultural relevance, and transformative outcomes for immigrant families
- Strong foundation of board engagement, growing major and mid-level gifts program, and an expanding advisory group alongside a newly acquired permanent home
- A warm, mission-driven staff culture that values flexibility, collaboration, and shared pride in the work

Key Responsibilities:

Fundraising & Stewardship — 35%

- Execute day-to-day donor stewardship and annual fundraising campaigns (end of year and spring appeals) end-to-end: direct mail and email appeals, and online giving pushes
- Support multi-year fundraising campaigns, including prospect research & management, campaign materials, and donor pipeline tracking
- Manage prospect research to support donor cultivation, steward mid-level and potential major donors and prospects, and manage their own donor portfolio of over 130 donors
- Draft donor-facing communications, including: impact updates, newsletters, and annual report content
- Partner with the Director of Development to strengthen systems, templates, and workflows across the development function
- Provide administrative and logistical support for fundraising campaigns
- Identify and implement process improvements to increase efficiency and donor experience quality

Donor Operations including Data & Reporting — 20%

- Oversee maintenance of donor database (CRM) accuracy and ensure daily donor operations
- Process gifts, personally steward donors, ensure timely and accurate thank you letters and tax receipts as appropriate
- Generate regular fundraising reports and dashboards for the Director of Development, Executive Director, and board
- Use data to drive strategies for donor engagement and retention

Marketing & Communications — 15%

- Produce social media, website, and email content that advances fundraising goals and supervise potential communication intern(s)
- Ensure consistency of messaging in donor materials

Grants — 20%

- Lead a portfolio for grant writing, submission, and reporting
- Manage grant calendar and coordinate with program/finance teams for accurate reporting

Events & Stakeholder Engagement — 10%

- Plan and execute donor cultivation events, tours, fundraising, and community events
- Support events with materials, briefings, and follow-up tracking

Qualifications:

- Passion for equity-focused, mission-driven work and a commitment to inclusive philanthropy
- 3–4 years of development experience, including individual giving, donor communications, and event planning
- Prior multi-year campaign experience preferred
- Prior grant writing and reporting experience preferred
- Spanish language proficiency, verbal and written, preferred
- Experience supervising or mentoring staff or interns preferred
- Excellent verbal and written communication skills, particularly in donor communications
- Proficiency with donor CRM software (Bloomerang, or similar) and data management
- Proficiency in Google Workspace, email management tools (e.g., Mailchimp, YAMM., or Constant Contact), and project management tools (e.g., Asana)
- Proven ability to implement effective donor stewardship practices, recognition strategies, and persuasive cases for support
- Highly organized with attention to detail and the ability to manage multiple priorities
- Bachelor's degree preferred; a combination of education and relevant experience will also be considered

Work Environment: Our Team, Culture, Compensation and Benefits

We are a mission-driven team grounded in mutual respect, flexibility, and shared pride in the work we do. Staff describe our culture as collaborative, warm, and energized by a deep belief in addressing equity in a holistic way to expand what's possible for our students and community. Our approach is rooted in our commitment to excellence and addressing the needs of the whole child and whole family. We value transparency, cross-functional support, and a healthy balance of autonomy and partnership.

This role offers a salary in the range of \$85,000-\$108,000/year , commensurate with experience, along with a benefits package that includes health benefits, paid time off, retirement

plan, and commuter benefits. We also offer some schedule flexibility, including hybrid work options to support both personal well-being, work/life balance and professional excellence.

Encouraging Applicants of All Backgrounds

Enriching Lives Through Music is an equal opportunity employer committed to building a diverse, inclusive, and equitable team. We welcome applicants of all backgrounds and identities. If you're excited about this role but don't meet every qualification, we encourage you to apply.

Application Process:

Please submit a cover letter and resume to careers@elmprogram.org with the subject line: Development Manager – [Your Full Name]. This job will be open on a rolling basis until filled. No phone calls or walk-ins please.

ELM does not request salary history information from applicants.

ELM is committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.

ELM is committed to an accessible and inclusive hiring process. Applicants who need a reasonable accommodation during the application or interview process may contact careers@elmprogram.org