



Development Manager Job Announcement

About the California Fire Safe Council:

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through grant-making and education. CFSC supports a network of over 300 local Fire Safe Councils and other organizations performing critical wildfire mitigation, education, and preparedness activities in their community. CFSC administers funding from federal, state, and private sources, delivering funds to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels level management, community fire planning, and education. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$140M to build a wildfire and climate-resilient California.

With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnership and community-led action, CFSC builds wildfire-adapted communities throughout California.

CFSC's Values:

- Transparency, collaboration, and accountability
- Diversity, equity, inclusion, and justice
- Intentional communication
- Cultivating a team atmosphere
- Commitment to quality improvement

For additional information, please visit: cafiresafecouncil.org

Position Information:

The Development Manager will be responsible for working alongside the Chief Development Officer (CDO) to grow several newly launched unrestricted revenue streams for the organization. These include, but are not limited to, the Fire Safe Business Directory, Corporate Partner Program, and an individual donor program. The Development Manager will oversee the Fire Safe Business Directory and manage an associated portfolio of

businesses to participate in the directory, solicit businesses to be Corporate Partners, and represent CFSC to a variety of stakeholders and partner organizations. The Development Manager will also lead development administration including our CRM, EveryAction. This is an exciting opportunity for a development professional to join the organization to help grow CFSC's unrestricted revenue while advancing a more fire resilient California.

The position is eligible for telework arrangements in California. Occasional presence in the Sacramento office is required (approximately 1-2 times quarterly), as well as the ability to travel for meetings and events throughout California (approximately 4-6 times a year).

This is a full-time permanent position supported by unrestricted revenue. The Development Manager will play a key role in helping CFSC achieve its annual fundraising goals to sustain and grow the organization's fund development program.

Compensation & Benefits:

Annual salary range is \$75,000-\$90,000 depending on experience. Starting salary will not exceed \$85,000.

The California Fire Safe Council is committed to supporting employee wellbeing and fostering a collaborative, flexible, mission-driven work environment.

CFSC offers a competitive benefits package that currently includes:

- Medical, dental, vision insurance contributions
- 401(k) retirement plan match
- 15 paid vacation days during first year + 2 personal days
- 13 paid holidays annually
- Flexible scheduling options & telework opportunities
- One-time onboarding stipend to support remote or hybrid workspace setup

Employee benefits may change over time based on organizational needs and budget.

Responsibilities:

The Development Manager will lead and support a variety of fundraising activities that strengthen CFSC's unrestricted revenue streams, including the Fire Safe Business Directory, Corporate Partner Program, emerging individual giving program, among other collaborative initiatives.

- **Fire Safe Business Directory**
 - With the support of the CDO, oversees the Fire Safe Business Directory by:
 - Independently engaging and soliciting businesses to participate; oversee a portfolio of prospective and current paying businesses.

- Providing exceptional customer service to prospects and paying businesses.
 - Processing business directory applications including keeping detailed records of application contents, approval status, and processing invoices.
 - In coordination with the CDO, making modifications and improvements to the directory platform, application process, and other web-based features on as needed basis with technical support from internal staff and/or outside consultants.
 - In coordination with the CDO, producing Virtual Expos annually including but not limited to promotion, program development, and technical management of the virtual webinar platform.
 - Producing and analyzing feedback opportunities like surveys and polls for both listing businesses and users of the directory on an annual basis.
 - Working in partnership with the CDO to develop an annual calendar of communications promoting the directory online; leveraging partner promotional opportunities and updating promotional toolkits.
 - Writing promotional copy for website, email, and print collateral working in partnership with internal or external communications teams; approving social media post copy and art.
 - Attending 3-4 conferences throughout the year in California to promote the directory.
- **Individual Giving**
 - Supports the CDO with developing and implementing an annual calendar of cultivation, solicitation, and stewardship engagement activities with donors.
 - Supports the development of copy for appeals and eAppeal series including interviewing relevant constituents and working with internal or external graphic designers for art and layout.
 - Runs mailing lists and coordinates mailings with external printer and mail house.
 - Participates in meetings and supports work with outside donor prospecting consultants.
 - Applies for and maintains 3rd party charity rating systems (Charity Navigator, etc.).
 - Works in partnership with the CDO to steward donors, including writing and sending thank you notecards and making thank you calls in a timely fashion.
- **Corporate Partner Program**
 - Engages and solicits businesses in the directory to join the Corporate Partner Program.
 - Helps steward Corporate Partners by responding to inquiries and bringing questions and insights to the CDO.
 - Supports the fulfillment of benefits including logo recognition, coordination of volunteer opportunities, and keeping internal track of fulfillment and renewal dates.

- **Administrative Support**
 - Serves as the lead administrator of CRM EveryAction including managing and entering data, keeping up to date with the system's functionality, updating standard operating procedures, attending regular training, and running reports.
 - Processes gifts and timely gift acknowledgment letters to individual donors and Corporate Partners.
 - Runs monthly gift reports from EveryAction for finance and other reports as needed.
 - Oversees online donation forms in EveryAction including layout and payment options (PayPal, ACH, Apple Pay, etc.)

- **Other**
 - Supports the CDO in planning, launching, fully implementing, and evaluating additional revenue streams for the organization, as needed.
 - Works closely with the Communications, Grants, and Programs teams to support messaging and content for development-related activities.
 - Contribute to additional projects or tasks as needed to support the organization's financial, fundraising, communications, business, administration, or other operations as requested.

Qualifications:

- 5+ years of fundraising experience in a non-profit organization (preferably in the environmental, climate, natural resources, wildfire, or related field).
- Demonstrated success independently cultivating, soliciting, and stewarding donor and/or partner relationships.
- Entrepreneurial mindset with the ability to identify and pursue new partnerships.
- Highly organized and detail oriented; sharp administrative skills and ability to help identify and implement technology solutions.
- Flexible and nimble; ability to shift priorities as needed.
- Experience using and effectively leveraging a constituent relationship management system to process gifts and to streamline efforts; EveryAction CRM a plus
- Excellent oral and written communication skills; prior experience writing/editing development related copy a plus.
- Keen research skills; ability to learn new systems quickly.
- Experience managing print jobs and mailings.
- Punctual, strong project management skills, and ability to meet deadlines.
- Ability to manage multiple projects and tasks with ease.
- Capable of working in a team environment in close collaboration with other team members and staff.
- Bachelor's degree (in related field a plus).
- A current CA driver's license and proof of auto insurance are required.
- Proficiency in Microsoft Office programs.

How to Apply:

To apply, please use the following [link](#) to complete your job application and upload your **cover letter and resume**. In your cover letter, please describe how your prior work experience meets the responsibilities and qualifications of the position.

Priority will be given to applications received by March 29, 2026. Applications will be reviewed on a rolling basis until the position is filled.

If you experience any technical issues with the application link, please email Fabian@hrtogo.com.

Equal Opportunity Employer:

The California Fire Safe Council is an equal opportunity employer and encourages applicants from all backgrounds, communities, and experiences to apply.