



Development Manager

Purpose of Position

Flockworks is seeking an experienced fundraising professional to establish a strong, sustainable giving program that allows the organization to expand and broaden community creative learning and engagement. Reporting to the Executive Director and working as part of the outreach and engagement team, this role will design and lead the strategies that grow Flockworks' donor base, deepen community support, and diversify revenue.

This is a new position. The Manager will bring the nonprofit fundraising experience that does not currently exist on staff, building systems and donor relationships from the ground up while working closely with the Executive Director, Community Outreach Director, Creative Center Coordinator, and Board.

Reports to: Executive Director

Position Type: Part-time, non-exempt (hourly), up to 29 hours per week

Location: Hybrid — mix of on-site work at the Creative Center, community meetings, and remote work

Compensation: \$36–\$42/hour, commensurate with experience

Benefits: PTO (1 hour per 10 worked); 4% 401(k) match; 10 paid holidays; opportunities for growth

About Flockworks

Flockworks is a nonprofit creative arts organization serving the Mendocino Coast through programs, partnerships, and the Creative Center. Our work brings creative learning and engagement to people of all ages across our community.

Key Responsibilities

Fundraising Strategy & Execution

- Develop and implement a 1–3 year fundraising plan with revenue projections that integrate into the annual budget.
- Grow and strengthen Flockworks' membership program to broaden community participation and support.
- Plan and lead seasonal giving campaigns through email and direct outreach.
- Identify, cultivate, and steward major donors with the capacity to give at higher levels.
- Develop sponsorships for programs, events, and new initiatives.

Donor Relationships & Communications

- Build authentic, long-term relationships with donors, members, and prospects.
- Establish and maintain donor tracking systems and reporting using donor management software.
- Contribute philanthropic content to newsletters, appeals, and social media in coordination with the Community Outreach Director.

Cobalt Gallery & Earned Revenue

- Use the Creative Center as one platform among several for donor engagement, sponsorship, and revenue generation.
- Work with the Creative Center Coordinator to connect programming and events with fundraising goals.
- Support growth of earned revenue through events, workshops, retail, and rentals.

Team Collaboration & Leadership

- Serve as a thought partner to the Executive Director on revenue growth and long-term sustainability.
- Work as part of the outreach and engagement team to align fundraising with broader community communications.
- Provide guidance to administrative staff to build internal fundraising capacity.
- Support the Board of Directors with updates, materials, and engagement in fundraising activities.

Qualifications

- 3+ years of nonprofit fundraising or development experience, with demonstrated success securing gifts and building donor relationships.
- Experience designing and growing fundraising programs, including membership, annual giving, major gifts, or sponsorships.
- Knowledge of and experience with donor management software.
- Strong written and verbal communication skills.
- Organized, detail-oriented, and able to manage multiple priorities.
- Collaborative working style; comfortable engaging with staff, Board members, donors, and volunteers.
- Knowledge of or connection to the Mendocino Coast region preferred.
- Interest in the arts and community creative engagement is a plus.
- Able to work occasional evenings and weekends for events and donor engagement.

Work Environment

Work takes place in a mix of office, gallery, and community settings, with flexibility for remote work. The role involves participation in events and meetings, and may include standing, walking, and occasional lifting of materials up to 25 pounds. Reasonable accommodations may be made.

Equal Opportunity

Flockworks is an equal opportunity employer committed to an inclusive environment for all employees and applicants. All qualified individuals will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.

How to Apply

Please submit a resume and cover letter describing your fundraising experience and your interest in Flockworks to director@flockworks.org. Applications will be reviewed on a rolling basis until the position is filled.