



**TITLE:** Development Manager, Individual & Institutional Giving  
**REPORTS TO:** Director of Development  
**STATUS:** Full-time, Salaried, Exempt  
**COMPENSATION:** \$70,000-85,000; Total compensation includes a generous benefits package with medical, dental, vision, 401(k), and paid time off (PTO).  
**SCHEDULE:** 40 hrs/week; some evening and weekend hours required. Three days per week in the office (typically Tuesday-Thursday).

### **ABOUT HEADLANDS CENTER FOR THE ARTS**

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

### **MISSION**

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

### **POSITION DESCRIPTION**

Headlands' Development Department strategizes the organization's fundraising efforts alongside the Executive Director (ED), Deputy Director (DD), the Board of Directors with the goal of raising contributions to support Headlands' mission and programs. The organization's fundraising goals focus on deepening its impact and historic legacy. The Development Manager (DM) plays a primary support role for a high-functioning Development Department. The DM has excellent organization, communication, and relationship-management skills and strong attention to detail. The DM can successfully prioritize multiple projects, initiate process improvements, and think creatively about how to fundraise in ways that are specific to Headlands' culture and place-based approach.

### **RESPONSIBILITIES**

#### **Individual Giving**

- Work with the Senior Development Manager (SDM) and Director of Development (DoD) on maintaining a donor stewardship program through event invitations, regular communications and meetings with supporters providing key organizational information.
- Complete research and briefings as necessary on donor's giving interests and potential for support of Headlands' programs.
- Track MOVES management with SDM and DoD.
- Generate and schedule regular membership communications, including engagement opportunities, renewal outreach, and e-newsletter content; measure effectiveness.
- Track and analyze membership data to demonstrate results; provide reports for review as directed by DoD.
- Produce Headlands' targeted giving appeals including year end giving.



- Collect data for and develop Headlands' Annual Report.
- Manage funder crediting for print and web in collaboration with the team.

### **Institutional Giving**

- Partner with the DoD to manage the organization's institutional giving strategy and calendar of proposals and reports.
- Manage next steps on prospect leads, create and execute strategy on foundation relationship building.
- Generate and/or manage grant writer to generate strong LOIs, proposals, project budgets, and all funder reports
- Manage grant calendar and coordinate project funding conversations cross-departmentally
- Coordinate and take meetings to cultivate and steward funders
- Ensure all reports are submitted in a timely manner with the required information so that Headlands remains in good standing with its supporters.

### **Board, Committee, & Event Support**

- Schedule and manage Advancement Committee meetings at DoD's discretion.
- Support the DoD in preparing development updates for Board and Committee meetings.
- Provide regular event support for monthly suppers, Open Houses, and other Headlands events.

### **POSITION REQUIREMENTS**

- Able to organize, plan for, and complete multiple tasks with close attention to detail and prioritization to meet shifting deadlines.
- Customer service oriented disposition. Comfort with approaching and interacting with donors, institutional funders, and Board members.
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic environment.
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- Comfort working independently and with a team; a self-starter.
- Proficiency in database management, Google and Microsoft Office Suite, and other computer software skills as required. Salesforce experience is a plus.
- Interest in and familiarity with contemporary art is a plus.
- Excellent written and verbal communications and presentation skills.
- Excellent interpersonal communications and collaboration skills.
- Desire to work in a highly dynamic, entrepreneurial environment.
- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms
- Must be able to stand for extended periods of time
- Must be able to lift up to 25 lbs.
- Due to our Marin Headlands location, reliable vehicle access is required.

### **TO APPLY**

Headlands Center for the Arts is committed to a diverse and pluralistic workplace.

944 Fort Barry  
Sausalito, CA 94965  
415.331.2787



info@headlands.org  
headlands.org  
@HeadlandsArts

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to [jobs@headlands.org](mailto:jobs@headlands.org). The subject line of your email should be "Development Manager/Your Name"

**Review of applications will begin Monday, February 9, 2026 and continue until the position is filled.** Anticipated start date is March 2026. Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, the intersection of two or more protected characteristics, or any other basis protected by law. The Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.