

944 Fort Barry  
Sausalito, CA 94965  
415.331.2787



info@headlands.org  
headlands.org  
@HeadlandsArts

**TITLE:** Director of Development  
**REPORTS TO:** Deputy Director  
**STATUS:** Full-time, Salaried, Exempt  
**COMPENSATION:** \$95,000-\$115,000; 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**

The Director of Development (DoD) serves as a key member of the senior leadership team, steering Headlands' efforts in fundraising strategy including individual and institutional giving as well as events and earned income execution. The DoD supervises two to three Development staff members and stewards relationships with the Board of Directors and related Committees, leading the organization's major donor fundraising efforts with strong support from the Deputy Director (DD) and Executive Director (ED). The DoD will build capacity for the organization to sustain and grow an approximately \$3.5M budget through the solicitation of major gifts, grants, and special events such as the benefit auction, and corporate and foundation support, with a particular focus on deepening support for our Artists, improving our historic campus, and building an endowment.

### **RESPONSIBILITIES**

#### **Strategy & Leadership**

- Responsible for long-term strategic direction for development, working closely with the DD and ED to generate and oversee opportunities to engage Headlands' donors with organizational mission and long-term vision.
- Set departmental objectives and financial goals including contributed and earned revenue alongside DD and ED.
- Lead with vision and clarity of purpose, embodying Headlands' core values and modeling behavior for staff.
- Articulate Headlands' mission and vision in a manner compelling to potential donors, serving as an ambassador for the institution.
- Manage a team of strong development professionals including 2-3 coordinator and manager level positions.



### **Board & Volunteer**

- Effectively engage with the Board of Directors on their individual giving and their respective fundraising portfolios, serving as a thought partner for Board members and supporting them in cultivating and stewarding donors.
- Provide staff leadership to the Advancement Committee, collaborating with Committee members to create and implement fundraising strategies.

### **Fundraising**

- Meet or exceed ambitious fundraising goals maximizing funding from existing donors while building a strong pipeline of potential supporters. Headlands' 2026 operating budget is \$3.5M.
- Cultivate, solicit, and steward a portfolio of 75-100 qualified major donors and prospects through a robust calendar of cultivation, solicitation, closure, and stewardship activities.
- Support the Sr. Development Manager (SDM) in cultivating and stewarding a group of over 300 members and donors of Headlands through events and engagement throughout the year that connect them to Headlands' mission and artists.
- Support the Development Manager (DM) in managing individual and institutional relationships and foundation relationships, leading the development of a robust local and national giving program.
- Collaborate with communications staff to develop effective communication platforms and strategies in support of Headlands' fundraising objectives.
- Oversee all donor communications ranging from gift solicitations to personalized acknowledgement letters.
- Ensure effective use of data and other systems to enhance donor engagement and fundraising activities.
- Other duties as assigned.

### **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.

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- 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.

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 "Director of Development/Your Name"

**Review of applications will begin Monday, March 1, 2026 and continue until the position is filled.** Anticipated start date is May 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.