



**Chief Development Officer**  
Full time (1 FTE), salary and benefits  
Hybrid / San Rafael, CA

## About Mount Tamalpais College

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin Rehabilitation Center; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression.

Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work, the organization was awarded the 2015 National Humanities Medal by President Obama.

The last several years have been a period of tremendous growth for Mount Tamalpais College. After twenty years of operating as the Prison University Project, a nonprofit organization supporting the College Program at San Quentin, in 2022 PUP changed its name to Mount Tamalpais College and became an independent liberal arts college. This process required the building out of extensive institutional infrastructure, including in the realms of institutional effectiveness and research, data management, information technology, and library services, among other critical systems.

The next several years will entail building on this progress by further refining programmatic and operational systems, building out critical staffing, expanding programs, and ensuring the long-term sustainability of the college by expanding its significant donor base, and increasing its financial reserves.

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## Job Description

As a member of the Executive Team, the Chief Development Officer (CDO) will provide creative leadership and strategic vision to the College's development efforts, as it embarks on its next stage of significant growth. The CDO will work closely and collaboratively with team members across MTC to develop and execute a robust plan to extend its network and substantially increase its resources. The CDO will maintain a significant portfolio of the college's highest capacity donors and will be primarily responsible for the securing of major gifts. MTC's projected budget in 2025 is \$5 million. Approximately  $\frac{2}{3}$  of this revenue is anticipated from individual gifts.

## CORE JOB RESPONSIBILITIES

- **Lead Major Donor Engagement:** Independently manage a portfolio of major donors and prospects, valued at approximately \$3 million, through regular in-person meetings and strategic relationship building.
- **Expand Donor Network:** Proactively identify and cultivate new relationships to broaden MTC's base of major donors.
- Ensure that each major donor and prospect has a clearly documented strategy.
- **Strategic Fundraising Planning:** Collaborate with the President and Executive Team to set and achieve ambitious fundraising goals.
- **Grant Collaboration:** Partner with our external grant-writing team to ensure seamless communication and consistent messaging across all development efforts.
- **Brand Development:** Contribute to the creation of high-quality written materials that reinforce MTC's brand as a leading liberal arts institution and advance our mission.
- **Team Leadership:** Oversee the Development Team, fostering a culture of high performance, collaboration, and professional growth.
- **On-Site Engagement:** Regularly spend time inside San Quentin, engaging with the college community, attending special events, and hosting donor visits to provide firsthand insight into our programs.
- **Cross-Departmental Collaboration:** Work closely with the communication, finance, and operations teams to ensure that development efforts align with MTC's long-term financial sustainability and institutional goals.
- **Board Collaboration:** Engage with the Board of Trustees, particularly the Fund Development Committee, to support and advance their development initiatives.
- **Foster Institutional Knowledge:** Maintain a deep understanding of MTC's programmatic and operational activities, ensuring that all development efforts are informed and strategically aligned.
- **Champion a Culture of Philanthropy:** Promote and sustain a college-wide culture of collaboration and philanthropy, keeping all stakeholders informed and engaged in our development initiatives.

## Important Qualifications

- Bachelor's Degree or higher
- Strong passion for higher education and social justice
- Highly motivated, energetic, creative, and collaborative professional
- Demonstrated advanced knowledge and success in developing and implementing effective fundraising plans and strategies
- Deep experience with the design and implementation of donor identification, cultivation, and solicitation strategies

- Advanced strategic planning and analytical/critical thinking skills
- Exceptional capacity for independent and critical thought, and an appreciation for complexity and nuance
- Excellent oral and written communication skills
- Exceptional communication and public relations skills, with a talent for inspiring others
- Strong organizational and project management abilities, capable of managing complex goals, campaigns, and donor relationships
- Demonstrated experience in team leadership, fostering a collaborative and high-performance environment
- Deep knowledge of the Bay Area and California philanthropic communities
- Deep commitment to MTC's mission and goals
- Commitment to MTC's mission and goals, with an enthusiasm for working with diverse and marginalized communities

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## Compensation & Benefits

### Chief Development Officer

**Salary: \$175,000 +**

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

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## Applicants

We seek candidates who share a commitment to Mount Tamalpais College's mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic, and racial diversity of our student body; as well as people directly impacted by incarceration. We welcome applicants who are LGBTQ and/or gender diverse.

[APPLY HERE](#)

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## Statement of Non-Discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.