Mount Tamalpais College

Development Director
November, 2026

Full-time, exempt, salary
San Rafael, CA

Mount Tamalpais College Overview

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 an independent, accredited liberal arts college and a national leader in expanding access to quality higher education for incarcerated people. MTC is entering its next phase of growth and long-term institutional development, with priorities that include strengthening annual fundraising, expanding the major gifts program, growing and diversifying the donor base, and building the financial resources necessary to sustain the College for generations to come.

Job Description

Reporting to the Vice President for Advancement and External Relations, the Development Director provides strategic and operational leadership for Mount Tamalpais College's development program, which has a 2027 revenue goal of more than $5.5 million. The Director oversees the day-to-day coordination and execution of fundraising across individual and institutional giving.

Working under the strategic direction of the Vice President for Advancement and External Relations, the Development Director translates MTC's fundraising priorities into coordinated plans, measurable goals, and consistent execution. The Director supervises Development staff, strengthens portfolio and pipeline management, monitors fundraising performance, and

ensures that cultivation, solicitation, stewardship, renewal, and institutional fundraising activities move forward effectively.

The Development Director manages the Development Manager and Development & Community Outreach Manager while supporting their ownership of the programs, portfolios, and responsibilities within their respective roles. The Director also collaborates closely with Communications, Finance, Academic and Student Affairs, MTC's Senior Salesforce Consultant, external grant writing consultants, and other colleagues.

This position requires a proactive leader who can see across a complex development program, identify what needs attention, and ensure that work moves forward. The Director owns the analysis, planning, and coordination that inform fundraising strategy and drive its successful execution, while the Vice President for Advancement and External Relations retains oversight of overall Advancement strategy and key fundraising decisions.

Responsibilities

Development Strategy & Leadership

- Develop and manage annual and multi-year development plans that translate MTC's fundraising strategy and revenue goals into priorities, activities, timelines, and measurable outcomes.
- Provide day-to-day leadership and supervision to the Development managers, ensuring clear priorities, accountability, and follow-through
- Coordinate work across individual and institutional giving, donor engagement, community outreach, development operations, and fundraising events.
- Monitor fundraising performance, identify opportunities, challenges, and gaps, and provide analysis and recommendations to the Vice President for Advancement and External Relations.
- Foster a collaborative, proactive, and high-performing Development team with shared accountability for fundraising goals.

Major Gifts, Annual Giving & Donor Stewardship

- Maintain a select portfolio of major donors and prospects, with responsibility for cultivation, solicitation, stewardship, and renewal.
- Coordinate MTC's major gifts program, providing management, strategic guidance, and accountability to Development managers in their portfolio work and ensuring donor relationships progress through clearly defined next steps, with a focus on increasing

giving, deepening relationships, recapturing lapsed donors, and expanding the major donor pipeline.
- Partner with the Vice President for Advancement and External Relations and President on MTC's highest-priority donors and prospects, providing analysis, recommendations, and follow-through to support their engagement.
- In collaboration with Development and Communications staff, coordinate annual giving strategy across acquisition, renewal, retention, upgrading, recurring giving, and stewardship.
- Monitor major gift and annual giving performance to identify trends and opportunities and inform future fundraising priorities.

Institutional Giving

- Support the Development Manager in managing MTC's institutional giving program and provide strategic guidance and coordination for MTC's partnership with CIMA Consulting, ensuring that grantwriting, prospect development, funder cultivation, and reporting are aligned with broader Development priorities.
- Contribute to institutional giving strategy and prospect development by identifying and researching potential funding opportunities, cultivating networks and relationships, and collaborating across the organization to expand MTC's institutional funding pipeline.
- Monitor institutional giving progress and performance alongside the Development Manager, identifying trends, opportunities, and challenges and incorporating institutional giving into broader Development planning and revenue forecasting.

Fundraising Operations & Performance

- Partner with the Senior Salesforce Consultant, Finance, and Advancement staff to strengthen fundraising workflows, data quality, gift processing, reconciliation, acknowledgment, reporting, and systems.
- Develop and monitor fundraising reports, dashboards, and revenue projections that provide visibility into performance and inform recommendations to the Vice President for Advancement and External Relations.
- Ensure Development policies, procedures, and workflows are documented, consistently followed, and continuously improved.

Donor Engagement, Communications & Strategic Initiatives

- Under the leadership of theVice President for Advancement and External Relations and President, support the planning and execution of major fundraising initiatives, including MTC's long-term growth, endowment, and campaign priorities.
- Support the Development & Community Outreach Manager in developing cultivation and stewardship opportunities, including donor visits, lectures, and other community engagement activities.
- Partner with the Vice President for Advancement and External Relations on the fundraising strategy and design of major events and special initiatives.
- Partner with Communications staff to align fundraising campaigns, donor messaging, stewardship, and other donor-facing communications with MTC's broader communications strategy and institutional priorities.
- Drive the development analysis and planning required to inform campaign and prospect strategy—including pipeline analysis, prospect identification and qualification, revenue modeling, and moves management—and coordinate related activity to ensure assignments, next steps, progress, and results are effectively tracked and reported.
- Support the development of planned giving and other long-term philanthropic strategies.

Education, Skills & Abilities

- Passion for Mount Tamalpais College's mission and commitment to the role of philanthropy in advancing the College's work.
- Bachelor's degree and a minimum of seven years of progressively responsible fundraising experience, including at least three years in a development leadership or management role with responsibility for staff supervision, fundraising planning, and major donor relationships.
- Proven track record of translating organizational fundraising strategy into effective development plans, programs, systems, and measurable fundraising results.
- Demonstrated success managing and developing experienced fundraising staff while preserving appropriate ownership and accountability within their roles.
- Demonstrated experience managing a portfolio of major donors and prospects through cultivation, solicitation, and stewardship.
- Strong knowledge of major gifts, annual and institutional giving, donor stewardship, moves management, and fundraising operations.
- Demonstrated ability to synthesize fundraising data, portfolio activity, team performance, and emerging opportunities into clear analysis and actionable recommendations for senior leadership.

- Exceptional organizational and project-management skills and demonstrated ability to move complex work forward independently, anticipate needs and challenges, and manage multiple priorities.
- Excellent interpersonal and communication skills, with demonstrated ability to build productive relationships with donors, colleagues, organizational leaders, Board members, and external partners.
- Experience using Salesforce or another fundraising CRM to manage portfolios, pipelines, reporting, and fundraising strategy.
- Collaborative, adaptable, and accountable leadership style, with the ability to work effectively across departments and balance strategic thinking with hands-on execution.
- Ability to operate effectively in an environment that values intellectual openness, respectful dialogue, independent thought, and collaboration across differences.

Preferred Qualifications

- Advancement leadership experience in higher education or a similarly complex nonprofit organization.
- Experience with comprehensive, capital, capacity-building, or endowment campaigns.
- Experience working closely with a President, executive leader, and/or Board on major gift fundraising.
- Advanced proficiency with Salesforce, including fundraising reporting, dashboards, and portfolio and pipeline management.
- Familiarity with planned giving and endowment fundraising.
- Experience working with external grant writing or institutional fundraising partners.

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Benefits include medical, dental, and vision insurance (fully covered for employees), vacation, sick, and holiday pay, as well as end-of-year time off and opportunities for professional development.

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.

Salary range: $150,000 – $170,000, depending on experience.

To apply, please submit a resume and cover letter to https://forms.gle/zLRkQ9HpgmhANDv96 Incomplete applications will not be considered.