



Development Manager

Salary: \$80,000 - \$95,000 annually, DOE

Location: Marin County, CA (Hybrid/Remote)

Status: Full-time

Join Our Team!

The Marin County Bicycle Coalition (MCBC) is seeking an energetic, highly organized, and relationship-oriented **Development Manager** to grow our community of supporters and lead our day-to-day fundraising program.

This position is ideal for someone who loves both **people and project management**—a natural relationship builder who is also detail-oriented, proactive, and excellent at keeping projects and people moving forward.

About MCBC

The Marin County Bicycle Coalition is a nonprofit organization dedicated to creating a healthy, connected, and sustainable Marin by promoting bicycling for everyday transportation and recreation. We work with local governments, schools, businesses, and thousands of community members to improve bicycling throughout Marin County.

Position Summary

The Development Manager leads MCBC's individual giving program for donors giving under \$5,000, with a particular focus on cultivating, retaining, and growing our **mid-level donors (\$500–\$4,999)**.

The Executive Director personally leads relationships with donors giving \$5,000 or more. The Development Manager plays a key role in making that major-gifts program successful by identifying prospects, preparing donor strategies, tracking next steps, and proactively keeping the Executive Director focused on priority donor relationships.

The Development Manager also works closely with the Communications & Database Manager to grow MCBC's audience, membership, donor base, and pipeline of future supporters, and with the Events/Volunteer/Sponsorship Manager on fundraising events and sponsorship opportunities.

Primary Responsibilities

Individual Giving & Major Gifts Support

- Lead individual giving under \$5,000, with particular attention to cultivating, retaining, and upgrading donors giving \$500–\$4,999.
- Build genuine relationships with donors and create opportunities for deeper engagement with MCBC.
- Identify supporters with major-gift potential and move them into the Executive Director's \$5,000+ portfolio.
- Manage annual giving, membership fundraising, donor cultivation, and stewardship efforts.
- Maintain MCBC's donor pipeline and keep fundraising campaigns and follow-up organized and moving forward.
- Drive the Executive Director's major-gifts program by identifying priorities, preparing donor strategies and briefings, and ensuring next steps happen.

Membership, Events & Fundraising Growth

- Partner with the Communications & Database Manager to grow MCBC's audience, membership, donor base, and fundraising results.
- Work as a team with the Events/Volunteer/Sponsorship Manager to make MCBC's gala and two other annual fundraising events successful, including bringing donors, prospects, sponsors, and community leaders into the room and generating strong pledges and follow-up.
- Engage board members and other MCBC champions in opening doors and bringing new supporters into our community.
- Occasionally research and pursue strong-fit foundation, corporate, or other grant opportunities.

Qualifications

We're looking for someone who:

- Loves building relationships and connecting people to a mission.
- Is exceptionally organized, detail-oriented, and reliable about follow-through.
- Is a strong project manager who can keep multiple initiatives and people moving toward a goal.
- Takes initiative and doesn't wait to be told what needs to happen next.
- Is comfortable keeping senior leaders focused and accountable to fundraising priorities.
- Communicates confidently and warmly with donors, board members, community leaders, and colleagues.
- Collaborates well and enjoys working as part of a small, mission-driven team.
- Has experience in nonprofit fundraising, donor relations, membership, community engagement, or a related field.

Compensation & Benefits

- Salary: **\$80,000 - \$95,000**, depending on experience.
- **100% employer-paid health care insurance.**
- **Retirement plan with a 3% employer match.**
- Generous paid time off and holidays.

- **Paid office closure between Christmas and New Year's.**
- Highly flexible hybrid/remote work arrangement.
- Home office and technology support.

To Apply

Please send a **resume, cover letter, and one writing or project sample** to **jobs@marinbike.org** with the subject line **"Development Manager."**

Applications will be reviewed on a rolling basis until the position is filled.

The Marin County Bicycle Coalition is an equal opportunity employer and encourages candidates from all backgrounds and experiences to apply.