



## Assistant Director of Development

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Job Title: Assistant Director of Development

Department: Development

Reports to: Development Director

Salary Range: \$80,000-\$90,000

Location: San Francisco / Hybrid

Schedule: Full-time, exempt

### About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, inclusive community, connections with nature, a commitment to justice, and a positive Jewish identity. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

### About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers to being brand new to working at a summer camp, and more. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish. We are committed to justice, equity, diversity, and inclusion – and the ongoing reflection, learning, and action required to be aligned with these values.

### Job Purpose and Description

The Assistant Director of Development supports the Development Director in implementing Tawonga's fundraising strategy, with a primary focus on cultivating and stewarding mid-level donors and supporting all campaign efforts. This role is central to building a robust donor pipeline, strengthening relationships with supporters, and ensuring the success of development initiatives across grants, campaigns, and events.

Serving as both a relationship builder and solicitor, the Assistant Director will engage existing donors and prospects through active listening, proactive outreach, and thoughtful alignment of donor interests with Tawonga's mission. With strong communication and fundraising skills, this individual will play a vital role in securing support for Tawonga's programs and future growth.

This is an exciting opportunity for a relationship-oriented professional to deepen experience in donor engagement, fundraising strategy, and nonprofit development within a mission-driven, collaborative team.

## **Essential Duties and Responsibilities**

### **Fundraising, Campaign Management, & Donor Engagement**

- Develop, implement, and manage Tawonga's mid-level donor program (donors giving \$500–\$3,600 annually), including short-term and long-term growth strategies.
- Cultivate, solicit, and steward a portfolio of mid-level donors, providing timely thank-yous, regular updates, and meaningful engagement opportunities.
- Identify donors with capacity and interest for deeper engagement and partner with the Development Director or CEO to transition relationships appropriately.
- Conduct donor research to build donor profiles and guide cultivation strategies.
- Support fundraising campaigns through segmentation, list review, and outreach strategies.
- Assist with grant proposals, including research, data collection, and drafting sections as appropriate
- Collaborate with the Development team to draft donor communications, campaign collateral, and stewardship materials.

### **Legacy Giving**

- Conduct one-on-one outreach to prospective legacy donors; steward Legacy Society members with thoughtful, personalized touchpoints.

### **Events & Community Engagement**

- Attend Development Committee meetings and provide staff support.
- Curate lists of mid-level donors for engagement opportunities.
- Support donor relations and represent Tawonga at programs and events, including camp bus departures/returns, holiday programs, Family Camps, and other activities.

### **Administration & Tracking**

- Track all donor interactions and stewardship touchpoints in the donor database (Raiser's Edge) with accuracy and timeliness.
- Ensure systems and processes for donor engagement are well-documented and consistently implemented.

## **Training, Experience, Skills, & Qualities**

### **Required**

- 3+ years of experience in fundraising, donor relations, or nonprofit development
- Proven track record of successful donor relationship building and solicitation
- Comfortable and confident engaging a diverse range of donors through phone conversations as well as in-person
- Strong relationship-building and interpersonal skills
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously
- Demonstrated sensitivity in handling confidential information.
- Commitment to Tawonga's mission and values
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)

**Preferred**

- Experience managing a donor portfolio and/or mid-level giving program
- Knowledge of Jewish values, culture, and community
- Experience and competence with Raiser's Edge software
- Team-player with flexibility and positive attitude

**Supervision**

This position is supervised by the Development Director. The Assistant Director of Development works closely with the entire Development team and collaborates with staff across the organization.

**Software**

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- Raiser's Edge/NXT

**Physical Demands**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

**Worksite**

- This role is a remote/hybrid position. Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home.
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month, trips to our Groveland site a few times per year and occasionally attending local programs. We may be returning to the office for more in-person days per month in the future.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Other work may be assigned to meet agency needs.

**Compensation and Benefits**

This is a full-time, exempt position with a competitive salary and benefits package, including health insurance, retirement contributions, generous paid time off, and professional development opportunities.

**Equal Opportunity Employer**

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that

represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

**To Apply**

To ensure consideration, please submit a resume and cover letter explaining your qualifications and interest in the position. Send applications to [applications@tawonga.org](mailto:applications@tawonga.org) with “Assistant Director of Development” in the subject line. Applications will be reviewed on a rolling basis.