



## Monarch Justice Center: Development Director Job Description

### **About Monarch Justice Center**

Monarch Justice Center (MJC) is the Family Justice Center for Napa County, bringing together public and private partners to reduce the trauma survivors experience when navigating the criminal justice system. MJC provides coordinated, person-centered services for survivors of domestic violence, sexual assault, human trafficking, child abuse, and elder abuse.

### **Position Summary**

Monarch Justice Center is seeking a relational, strategic, and hands-on Development Director to help grow and sustain the resources needed to support survivors across Napa County.

This is a high-impact leadership role for someone who is energized by building meaningful relationships, developing fundraising strategy, and translating vision into action. The Development Director will work closely with the Executive Director, staff, and Board to strengthen Monarch's fundraising infrastructure, deepen community engagement, and expand financial support for this critical work.

Monarch comes to this search with an executable development plan already in place—the incoming Development Director will have a strong foundation to build from, with the expectation that they will implement and iterate on that plan while developing additional strategies over time.

This role is both strategic and hands-on, ideal for someone who enjoys building systems while actively engaging donors, funders, and community partners in a growing, mission-driven organization.

### **What Success Looks Like (First 6–12 Months)**

- Develop and execute a clear, actionable fundraising strategy aligned with organizational priorities
- Build and actively manage a donor pipeline, with consistent outreach and follow-up
- Strengthen relationships with key funders through meetings, tours, and community engagement
- Improve structure and consistency across development systems (donor tracking, outreach, grant pipeline)

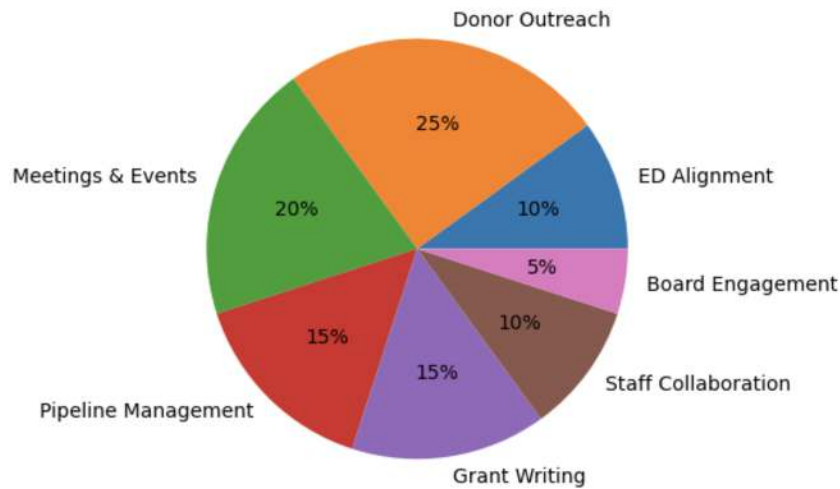
- Partner effectively with the Executive Director and Board to expand fundraising efforts and networks

## **Essential Responsibilities**

- Lead the development and execution of Monarch's fundraising strategy, aligning priorities across individual giving, grants, events, and campaigns to support organizational growth
- Build, manage, and grow a strong donor pipeline, including identifying prospects, cultivating relationships, and stewarding donors toward sustained and increased giving
- Drive grant strategy and execution, including identifying opportunities, overseeing proposal development, and managing funder relationships and reporting
- Strengthen Monarch's external presence through strategic communications, marketing, and community engagement efforts that support fundraising and awareness
- Develop and expand partnerships with foundations, corporations, and community stakeholders to diversify and grow funding sources
- Collaborate closely with the Executive Director, staff, and Board to align fundraising efforts with programmatic priorities and organizational strategy
- Support and activate the Board in fundraising and relationship-building, including preparing for board meetings and identifying opportunities for engagement

## **What a Typical Week Might Include**

- Aligning with the Executive Director on fundraising priorities and strategy
- Conducting outreach to donors, funders, and community partners
- Preparing for or attending donor meetings, tours, and networking events
- Managing and updating the donor pipeline and tracking next steps
- Drafting or reviewing grant proposals, reports, or donor communications
- Collaborating with staff to understand program needs and funding opportunities
- Engaging with Board members to support fundraising and prepare for meetings



## Team Culture & Values

Monarch Justice Center is a collaborative, mission-driven organization grounded in a survivor-centered and trauma-informed approach. We value:

- Collaboration: Working closely across staff, leadership, and board members to advance shared goals
- Accountability: Taking ownership of outcomes while supporting one another
- Adaptability: Operating effectively in a growing organization where systems are still being built
- Care and Respect: Approaching our work with thoughtfulness, empathy, and integrity

We are a small and dedicated team that values clear communication, mutual support, and a shared commitment to our mission.

## Qualifications

- Bachelor's degree or equivalent experience, with 5–10+ years leading or supporting nonprofit development efforts
- Demonstrated experience building and executing fundraising strategies
- Strong experience with donor relations, including major gifts and institutional funding
- Proven success in grant writing and managing funding pipelines
- Excellent written and verbal communication skills
- Ability to prioritize effectively and operate in a fast-paced, evolving environment
- Strong alignment with Monarch's mission and values
- Proficiency with standard tools such as Microsoft Word, Excel, and donor or client database systems
- Valid California Driver's License and current vehicle registration required

- Ability to complete a background check, if required

## **Compensation & Benefits**

Salary range: \$125,000–\$140,000 annually. We may consider a higher salary for an exceptional candidate.

Benefits include:

- Kaiser Medical, Sun Life Dental, and VSP Vision coverage
- 15 paid holidays annually
- 14 days of accrued Paid Time Off (PTO) per year, including sick and personal days

We are committed to creating a healthy, sustainable work environment and believe that providing strong benefits and generous time off allows our team to bring their best to the important work we do.

## **Work Location & Expectations**

This is a full-time, exempt position at 40 hours per week.

This is a hybrid role based in Napa County, with flexibility for candidates commuting from the broader Bay Area. We welcome applicants who are excited to build a meaningful on-the-ground presence while balancing remote work.

During the first 90 days, the Development Director will be expected to work onsite approximately 2-3 days per week to build relationships, gain a deep understanding of Monarch's programs, and become confident in leading tours and representing the organization. Following this initial onboarding period, the in-office schedule can be adjusted based on organizational needs and the Development Director's workflow.

The Development Director is also expected to:

- Attend donor meetings and lead site tours
- Participate in local networking and community events across Napa County and the Bay Area
- Attend Board meetings and actively support board engagement in fundraising

## **Equal Employment Opportunity**

Monarch is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees based on age, ancestry, sex/gender (including gender identity), pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation, or veterans' status. Discrimination is also prohibited based on a perception that a person has any of the above characteristics.

## **How to Apply**

To apply, please submit your application through our Breezy HR portal using the [link provided here](#).

The application process is straightforward and includes:

- Submitting your resume and a cover letter
- Answering a few short application questions
- Providing any additional relevant information to support your candidacy

We encourage you to be thoughtful and specific in your responses, as this helps us better understand your experience and approach to development work.

**Expected start date:** Mid-May 2026