

Manager of Development and Community Relations

Job Announcement — Part-Time, Remote with Santa Barbara County Community Engagement

About The Cecilia Fund

For more than 135 years, **The Cecilia Fund** has helped low-income residents of Santa Barbara County access essential medical and dental care. Working through trusted community relationships, the Fund provides practical assistance at moments when timely care can make a lasting difference.

The Role

The **Manager of Development and Community Relations** will help write the next chapter of The Cecilia Fund's impact. This is an opportunity to bring together people who care about access to healthcare—Board members, donors, volunteers, businesses, and community partners—and turn that shared commitment into meaningful support for neighbors across Santa Barbara County.

Blending **relationship building, fundraising, Board development, and community storytelling**, you will create the connections and systems that help a small, mission-driven organization grow. Your two most important outcomes will be clear: **increase active Board membership and increase charitable donations.**

You will have room to bring ideas, build relationships, and create practical approaches that fit The Cecilia Fund's size and culture. Working in partnership with the Board, you will see the direct connection between your outreach and the care made possible for people in the community.

Seeking a Relationship Builder Who Wants to Make a Difference

Most importantly, you are someone who **believes relationships can move a mission forward**. You enjoy opening doors, listening for shared interests, following through, and helping people find a meaningful way to contribute.

You do not need to arrive with every answer. You do need to be curious, organized, comfortable making an ask, and excited to **build on a respected legacy while helping The Cecilia Fund imagine what is possible.**

Key Responsibilities

Grow and Engage the Board

- Build a strong pipeline of prospective Board members who bring needed skills, relationships, and community perspective.
- Guide outreach, conversations, nominations, onboarding, and ongoing engagement.
- Partner with Board leadership to set recruitment and retention goals and celebrate progress.
- Help Board members participate meaningfully through giving, introductions, advocacy, and committee service.

Inspire Giving and Grow Donations

- Create and carry out an annual fundraising plan that grows charitable support year over year.
- Cultivate, invite, and steward individual donors, major-gift prospects, foundations, businesses, and sponsors.
- Design thoughtful donor experiences—from first conversation through acknowledgment, impact updates, and continued engagement.
- Equip Board members to open doors and participate confidently in cultivation and fundraising.

Build Visibility and Community Partnerships

- Represent The Cecilia Fund at community events, donor meetings, and partnership conversations.
- Build relationships with healthcare providers, civic groups, businesses, funders, and community organizations.
- Use compelling stories and clear messages across email, web, social media, and outreach materials.
- Turn community connections into prospective Board members, donors, volunteers, and partners.

Turn Ideas into Results

- Manage annual appeals, digital campaigns, sponsorships, and grant coordination with clear timelines and follow-through.
- Maintain accurate donor, gift, campaign, and Board-prospect records.
- Track progress, prepare clear updates for the Board, and use results to strengthen future efforts.
- Coordinate volunteers, contractors, the bookkeeper, and the grant writer while upholding ethical fundraising and confidentiality standards.

What You Bring

We are looking for a thoughtful, energetic development professional who is excited by the opportunity to **grow a network of people invested in greater access to care**. You bring the initiative to build something, the warmth to earn trust, and the discipline to turn relationships into lasting engagement.

The ideal candidate will bring:

- **A talent for building relationships** — You listen well, connect easily with different people, and help others see how their interests can advance a meaningful mission.
- **Fundraising confidence** — You are comfortable cultivating support, making an ask, and stewarding donors with warmth and professionalism.
- **A builder's mindset** — You enjoy creating pipelines, campaigns, communications, and practical systems that make growth sustainable.
- **Strong communication skills** — You can translate impact into clear, compelling stories and engage Board members, donors, partners, and community audiences.
- **Organization and follow-through** — You can manage multiple priorities independently, keep accurate records, and move work from idea to completion.
- **A collaborative spirit** — You value partnership, welcome input, and know how to mobilize Board members, volunteers, contractors, and community allies.

Qualifications

- At least three years of experience in nonprofit development, fundraising, community relations, volunteer recruitment, sales, or a related field.
- Demonstrated success meeting fundraising, membership, recruitment, or comparable relationship-development goals.
- Experience with donor stewardship, campaigns, events, grants, sponsorships, or community partnerships.
- Comfort using Microsoft Office, donor-management systems, spreadsheets, email, social media, and virtual collaboration tools.
- Ability to travel locally for meetings, donor visits, and community events; a valid driver's license and acceptable driving record are required if driving is part of the role.
- Bachelor's degree in a related field preferred; equivalent relevant experience is welcomed.

Experience with nonprofit Boards, small or volunteer-driven organizations, or the Santa Barbara County philanthropic, healthcare, and civic community is especially valuable. Just as important is a genuine commitment to helping neighbors with limited financial resources access medical and dental care.

Position Details

Schedule: Part-time, approximately 15–20 hours per week

Salary: DOE - \$62,000 – \$80,000

Location: Primarily remote, with periodic meetings, donor visits, and community events in Santa Barbara County; candidates based in South Santa Barbara County are strongly preferred

Reports to: Board of Directors

How to Apply

Please submit a résumé and a cover letter describing your interest in The Cecilia Fund and how your experience would help grow Board membership, charitable giving, and community engagement. ceciliafunds@gmail.com

EQUAL EMPLOYMENT OPPORTUNITY

The Cecilia Fund is an equal opportunity employer and considers qualified applicants without regard to any characteristic protected under applicable federal, state, or local law. The Cecilia Fund provides reasonable accommodation in accordance with applicable law.