



## Development Manager

Updated 2026

The Development Manager is a mission-critical role contributing to the BCS Foundation's annual fundraising campaign, donor engagement efforts, and key fundraising programs. This position requires strong strategic thinking, exceptional organizational skills, and the ability to motivate and manage volunteers toward ambitious fundraising goals.

Working in close partnership with the Executive Director, the Development Manager will help plan and execute a \$5M+ annual campaign, grow participation across the school community, steward donors throughout the year, and support the Foundation's annual fundraising Benefit with a specific focus on corporate sponsorship development.

This is a part-time position with increased hours during peak campaign and event seasons, particularly late summer through fall.

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### PRIMARY RESPONSIBILITIES

#### Annual Campaign Leadership

- Support planning and execution of the Foundation's annual campaign in collaboration with the Executive Director, including campaign strategy, timeline, and goals.
- Develop campaign calendars, messaging frameworks, and materials in partnership with staff, volunteers, and external vendors as needed.
- Support volunteer campaigners with an emphasis on increasing overall family participation by modeling fundraising best practices.
- Monitor campaign progress and provide regular updates to the Executive Director, Board leadership, and key volunteers.
- Identify opportunities to improve systems, outreach strategies, and volunteer effectiveness year over year.

#### Donor Relations and Stewardship

- Support cultivation and stewardship of individual donors, including leadership-level donors.
- Partner with the Executive Director on donor communications, engagement strategies, and relationship management.
- Support volunteers in planning and coordination of donor stewardship activities and events, such as appreciation gatherings, briefings, or campus experiences.
- Respond to donor inquiries as needed with professionalism, accuracy, and warmth.

#### Events and Corporate Sponsorships

- Lead development and management of corporate sponsorship programs, including prospecting support, solicitation coordination, fulfillment, and recognition.
- Support board committee in planning and execution of 'Leadership Circle' donor recognition events (currently 2 per year), to include comms, follow-up and logistics.

### **Bullis-Purissima Elementary School Foundation (BCS Foundation)**

a 501(c)(3) charitable organization | Tax ID #48-129860

102 West Portola Avenue | Los Altos | California | 94022 | [www.bcsfoundation.com](http://www.bcsfoundation.com)



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- Support the Foundation's presence at select school-based community events (approximately 6–8 per year), collaborating with volunteers to create simple, engaging touchpoints that educate families about the Foundation's impact.
- Provide support to BCS Benefit planning committee as needed, with a particular focus on revenue producing enhancements.

### Collaboration and Leadership

- Work closely with Foundation staff, Board members, and volunteers to ensure alignment across fundraising efforts.
- Serve as a key liaison to volunteer committees related to the annual campaign and stewardship events.
- Contribute to the continuous improvement of fundraising practices, tools, and volunteer engagement models.

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### QUALIFICATIONS

- Bachelor's degree required.
- Minimum of 5 years of fundraising experience, preferably in a school, education, or youth-services environment.
- Demonstrated experience managing annual campaigns and working with volunteer fundraisers strongly preferred.
- Experience supporting fundraising events and corporate sponsorships.
- Strong understanding of donor engagement and stewardship best practices.
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage multiple priorities simultaneously.
- Collaborative work style with comfort working closely with senior leadership and volunteers.
- Successful completion of a background check.

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### POSITION DETAILS

Work Location: Hybrid position, primarily in-office in Los Altos, CA, with flexibility for some remote work.

Estimated start date: February–March 2026

Estimated compensation: \$35–\$50/hour DOE

Estimated hours: Approximately 20 hours per week, with seasonal flexibility

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### TO APPLY

Please send a resume and cover letter to:

[jobs@bcsfoundation.com](mailto:jobs@bcsfoundation.com)

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