



CALIFORNIA
CHILDREN & FAMILIES
FOUNDATION

Development Specialist

The Development Specialist is an essential role on our team overseeing fundraising efforts to advance the mission of First 5 Association (F5AC) and California Children and Families Foundation (CACFF), guided by our [Strategic Framework](#). They are responsible for managing the funding lifecycle, from prospect research through proposal writing, submission, and post-award reporting and compliance, to support the organization's fundraising and programmatic goals. They will accomplish this by developing a deep understanding of organization and our stakeholders. All their work will be rooted in a commitment to Race, Equity, Diversity, and Inclusion (REDI). This is a new position that will report to the Chief Operations Officer and program leadership to identify funding opportunities, craft compelling and accurate proposals, and ensure funder requirements are met throughout the life of each grant. This position requires a visionary approach to fundraising, exceptional communication and relationship-building skills, follow-through, and the ability to inspire others to invest in the mission of CACFF and F5AC.

Key Responsibilities

Prospect Research & Strategy

- Research and identify foundation, corporate, and government funding opportunities aligned with organizational priorities
- Identify and cultivate new partnership opportunities to expand the organization's reach and impact
- Maintain a fundraising calendar tracking prospect research, deadlines, submissions, and reporting due dates
- Analyze funder priorities and giving history to assess fit and likelihood of success
- Provide regular pipeline updates to the Chief Operations Officer and Executive Director

Proposal Writing & Submission

- Draft, edit, and finalize letters of inquiry, grant proposals, RFP responses, budgets, other funding documents, and supporting narrative materials
- Translate program goals and outcomes data into clear, persuasive funder-facing language
- Coordinate with program and finance staff to gather accurate budget figures, outcomes data, and supporting documentation
- Ensure proposals are submitted accurately and on time through funder portals or required formats

Compliance & Reporting

- Track grant agreement terms, restrictions, and reporting requirements across all active awards
- Prepare interim and final grant reports, including narrative and financial components, in coordination with staff
- Participate in funder meetings, presentations, and stewardship activities alongside the leadership and program team(s)
- Monitor compliance with funder-specific requirements (e.g., allowable costs, matching requirements, deliverables)
- Maintain organized grant files and documentation to support audit readiness

Cross-Functional Collaboration

- Partner with the Chief Operations Officer on overall fund development strategy
- Work with program staff to capture outcomes, stories, and data needed for compelling proposals and reports
- Support acknowledgment and stewardship communications to funders as needed

Qualifications

- 3–5 years of experience in fund development, with demonstrated success securing foundation, corporate, and/or government grants, sponsorships and/or contracts
- Excellent writing, editing, and narrative storytelling skills, with the ability to translate complex program information into clear, funder-ready language
- Experience managing multiple deadlines and funder relationships simultaneously
- Familiarity with grant compliance requirements, including budget tracking and reporting obligations
- Strong research skills and comfort using prospect research tools and databases
- Experience with California early childhood systems, First 5 Network, or public health/human services funding is a plus
- Highly proficient with software including but not limited to Outlook, Excel, PowerPoint, and Claude
- Proficiency with CRM or grants management software (e.g., Zoho, Salesforce, Foundant) preferred
- Bachelor's degree or equivalent professional experience

Location and Travel

- Position location: Remote and must reside in California.
- In person meetings in Sacramento, CA at least monthly. Additional travel as needed. A valid California Class C Driver license with valid automobile insurance or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.

Compensation and Benefits

Annual Salary: Starting at \$80,000

CACFF is proud to offer a robust benefits package to promote a healthy work life balance. Employee benefits include remote work structure with support to set up a home office; 100% employer paid coverage of medical, dental and vision for employee plus family; retirement with generous employer match; 19 paid holidays (including a 7 day winter break); generous vacation and sick time bank and accrual; flex spending account for medical and dependent care costs; Employee Assistance Program (EAP); Employee Perks (discounted entertainment, retailers, etc.); and paid group life insurance, as well as short and long term disability insurance.

It is the policy of CACFF to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation or medical condition, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation and benefits.

Please send a cover letter and resume, combined into one PDF, to applications@first5association.org. Applications will be considered on a rolling basis until filled.

About California Children and Families Foundation and First 5 Association of California

California Children and Families Foundation plays a critical role in supporting children under 5, their families, and the early childhood systems that are needed to thrive. We work to advance state and federal public policies and funding that supports California's young children and their families. We develop and implement comprehensive leadership development programs and learning opportunities in the early childhood field and other sectors. And through the First 5 Association of California, we support the 58 county commissions and work with our members, First 5 California, and many external partners and experts to advance programs, systems and policies to improve early childhood outcomes in California.