

Chief Development Officer

Reports to: CEO

FLSA Status: Exempt, Regular Full time

Salary: \$100,000 - \$120,000 comensurate with experience. Generous benefits including vacation and sick leave, as well medical, dental, vision, and long-term disability for employees, and EAP

Our Mission:

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Each employee at Big Brothers Big Sisters of Central Texas helps to extend the mission of the agency in particular ways as outlined in the position description.

About the Opportunity

Big Brothers Big Sisters of Central Texas seeks a **Chief Development Officer (CDO)**. The Chief Development Officer is responsible for all fund development efforts, including major gifts, government grants, foundation grants, corporate sponsorships, special events and annual giving. Leads a dynamic team that oversees donor research, solicitation, gift processing and stewardship. Collaborates with the development team, CEO and senior leadership team to identify, develop and maintain new funding. Works closely with Board members and high-level volunteers. As a senior member of the management team, this position helps shape and lead the agency's future.

Key Priorities & Responsibilities

Fundraising

- Responsible for raising progressively increasing annual operating budget, currently at \$3.5M.
- Develops and implements a written fund development plan focused on optimizing annual sources of revenue.
- Works with the development team and CEO to prospect, solicit, cultivate and steward potential donors.
- Designs, implements and manages collaborative fundraising activities including annual giving, special projects, gala, peer-to-peer fundraising and other solicitations.
- Works in close partnership with senior leadership and marketing team on the annual Ice Ball.
- Oversees the management of an accurate and up-to-date donor database.
- Coordinates and determines the viability and effectiveness of all major fundraising events.

- Communicates BBBS's vision, mission and values to the public.
- Supports the CEO's major gift work with top prospects.
- Provides the CEO and Board of Directors data and comprehensive reports, including budget to actuals.
- Works collaboratively with the BBBS leadership team and their departments to meet agency priorities.
- Supports donors in navigating alternate opportunities such as donor-advised funds, cryptocurrency, and planned gifts.
- Supports the BBBS Board of Directors in developing and managing donor portfolios.
- Develops and stewards major donors.
- Other duties deemed necessary by the CEO.

Development Office Infrastructure

- Hires, coaches and leads a team of four fundraising professionals: Grants Manager, Director of Development Operations, Assistant Director of Development, Events Manager.
- Manages relationships with contractors and vendors.
- Creates office systems to support all development projects and operations.
- Designs and supports volunteer engagement efforts that can generate new revenue streams.
- Continuously analyzes effectiveness of development efforts and makes improvements accordingly.
- Supervises donor and gift record-keeping and coordinates development research activities.
- Supervises four full-time BBBS employees.
- Participates in annual budgeting process.

Qualifications

- ✓ At least 7-10 years of fundraising experience, including a demonstrated knowledge of all aspects of development.
- ✓ A minimum 5 years of experience in direct supervision of a high-performing development department
- ✓ Must be willing to successfully work both independently and collaboratively.
- ✓ Must be willing to work with diverse populations.
- ✓ Must be willing and able to travel when necessary.
- ✓ Must be able to attend events in the early morning, evening and weekends.
- ✓ Experience with CRM (Customer Relationship Management), fundraising or database systems. Specific experience with Raisers Edge preferred.
- ✓ Valid Texas Driver's License.

- ✓ Reliable transportation.

An ideal candidate will possess/have:

- ✓ Proven track record of fundraising success.
- ✓ A passion for the mission of Big Brothers Big Sisters of Central Texas.
- ✓ Excellent verbal and written communication skills.
- ✓ Excellent interpersonal and customer service skills.
- ✓ Strong project management skills.
- ✓ Ability to create and manage positive and productive volunteer experiences.
- ✓ Ability to work under pressure.
- ✓ Strong ability to build both internal and external relationships; a strong collaborator.
- ✓ Transparency and professionalism.

Benefits Summary

- Flexible, hybrid work schedule (minimum three days/week in the office).
- Professional development opportunities.
- Significant employer contribution toward insurance benefits (health, vision, dental).
- Optional pet insurance.
- Employer-paid short-term and long-term disability insurance.
- Employer-paid life insurance.
- Health savings account with employer contribution.
- 18 PTO days in first year, increasing thereafter.
- 10 paid holidays per year.
- Office closed the work week between Christmas and New Year's.
- "Bring Your Pet to Work" days.
- Mileage reimbursement for work-related travel.
- Regular team building activities.
- Monthly phone stipend.

Work Environment

- Routine office environment. This position is located in our Austin office.

- Local and overnight travel may be required.

About Big Brothers Big Sisters of Central Texas

For over 50 years, Big Brothers Big Sisters of Central Texas (BBBSCTX) has transformed the lives of some of the most vulnerable children in our community through a proven youth development strategy: one-to-one mentoring. The mission of Big Brothers Big Sisters is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. The agency serves over 700 children and families from Travis, Hays and Williamson counties on an annual basis.

Location:

BBBSCTX

4800 Manor Rd. Bldg K, Austin, TX. 78723

For more information about BBBSCTX please visit BigMentoring.org

Equal Employment Opportunity

BBBS Central Texas is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply

Please submit a cover letter, resume and at least three professional references to carmine@beaonaustin.com with the subject line: BBBS CDO.

Posting will close at 5:00 PM (CST) Thursday, August 15, 2024.

Employment with BBBS Central Texas is "at will," meaning that either the employee or BBBS Central Texas may end the employment relationship at any time and with or without cause.