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Title:	Deputy Director of Development and Communications
STATUS:	Exempt, Full time
REPORTS TO:	Director of Development and Communications
SALARY:	\$102,000 - \$122,400

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Friends of the Children Austin is one of the fastest growing chapters of a 30-year-old national professional mentoring organization. Our model is proven to break the cycle of generational poverty for children who face the highest risks by providing professional mentors to the most vulnerable youth in our community for 12.5 years, kindergarten through high school graduation.

**Here is what we have to offer you:**

- A committed leadership team and the opportunity to grow with a quickly scaling non-profit.
- You'll be part of a dynamic and supportive national network, with a proven, evidence-based, highly unique model.
- A team of talented employees who are passionate about working together to create an extraordinary organization.
- Respect for work-life balance. You will work hard, and we expect you to recharge your batteries.
- Most of all, you get to be a leader at an exceptional organization that helps children facing incredible odds change their life story every day.
- Competitive salary
- 100% Employer paid dental, vision, and medical benefits along with disability and life insurance for all employees
- Three weeks paid vacation
- Two weeks paid sick leave
- Additional paid time off the week between Christmas and New Year's Day
- Simple IRA, up to 3% employer match
- Eight weeks of paid parental leave for primary caregiver (birth, adoption, foster) and four weeks for the secondary caregiver

**Are you ready to use your skills to make an impact in the Austin community? See the position details below.**

*The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel so classified:*

We are excited to offer an opportunity for the role of **Deputy Director of Development and Communications**. This position is a key part of our commitment to building strong, supportive partnerships with the families of the youth we serve.

The Deputy Director of Development and Communications (DDDC) will play a key leadership role in advancing Friends Austin's mission through strategic fundraising, donor cultivation, and compelling storytelling. As the right-hand to the Director of Development and Communications (DDC), the DDDC will help oversee the execution of development and marketing strategies and campaigns, supervise members of the development team, and build relationships with donors, partners, and community stakeholders. This person will be responsible for raising a portion of the total revenue budget annually from diverse sources and contributing to a strong culture of gratitude, connection, excellence, and integrity.

**KEY RESPONSIBILITIES:**

- Partner with the Director of Development and Communications to implement and strengthen the annual fundraising strategy to achieve an annual revenue budget of \$5+ million.

- Act as a trusted deputy and strategic partner to the DDC, positioned to provide continuity and leadership in support of the department's long-term success.
- Oversee day-to-day development operations and directly supervise designated Development and Communications staff and/or contractors.
- Cultivate, steward, and expand a portfolio of individual, foundation, and corporate donors, with an emphasis on building long-term relationships and multi-year commitments.
- Support the execution of major fundraising events, campaigns, and donor engagement experiences throughout the year.
- Manage development systems and processes to ensure timely donor acknowledgment, data integrity, and meaningful stewardship.
- Collaborate with the Communications team to ensure all messaging reflects the organization's values and effectively tells the story of our mission and impact.
- Work closely with program staff to identify and share compelling stories that inspire donors while maintaining participant confidentiality and dignity.
- Maintain an understanding of national and local fundraising trends and help identify new funding opportunities and innovations.

### **SKILLS AND ABILITIES:**

- Strong relationship-building skills with the ability to connect authentically with donors, board members, staff, and community partners.
- Proven ability to secure major gifts, execute successful fundraising campaigns and cultivate sustained donor engagement.
- Strong project management skills with attention to detail and ability to meet multiple deadlines.
- Excellent written and verbal communication skills, including the ability to write donor-facing materials and speak confidently in front of groups.
- A demonstrated capacity to manage and motivate staff, delegate effectively, and foster a collaborative, high-performing team environment.
- Experience using donor management systems (e.g., Salesforce, Bloomerang, or similar CRMs).
- Comfortable working both independently and as part of a team.
- High emotional intelligence, adaptability, and discretion.
- Deep commitment to equity and to the mission of supporting youth and families facing systemic barriers.
- A proactive, solutions-oriented mindset and strong initiative.
- Capacity to quickly learn the history of Friends Austin and specifics on our mission and program model and be able to articulate that with integrity to stakeholders.
- Creative thinker who can bring fresh, innovative ideas to add to our fundraising strategies.
- Demonstrated strong execution skills in planning and delivering successful fundraising events with attention to detail and attention to the ideal donor/guest experience.
- Regularly works in person at our East Austin office, a minimum of four days per week.
- Must have a valid driver's license and access to a personal vehicle for occasional work-related travel; mileage will be reimbursed in accordance with organizational policy.

### **SUPERVISES:**

- Development and Communications staff and/or contractors as assigned by the DDC

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required; advanced degree or fundraising certification is a plus!
- Minimum of seven years of progressive experience in nonprofit fundraising, including direct experience securing major gifts
- At least three years of experience in a supervisory role within a development or advancement team
- Demonstrated success in raising \$500,000+ annually through a combination of individual giving, foundation support, and/or corporate partnerships
- Experience managing or supporting fundraising events

- Experience in crafting messaging and effective marketing/communications strategies

*Friends of the Children is an Equal Opportunity Employer. The equal employment opportunity policy of Friends of the Children provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender, pregnancy, sexual orientation, marital status, familial status, disability, or genetic information, in compliance with applicable federal, state, and local law. Friends of the Children hires and promotes individuals solely on the basis of their qualifications for the job to be filled.*

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