



Chief Development and Communications Officer Job Description

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| Program: Administration | Reports to: Chief Executive Officer |
| Job Location: Rutherford office (Austin, TX) | Position Status: Full time |
| FLSA Classification: Exempt | Salary Range: \$100,000 - \$125,000 |

Position Summary:

The Chief Development and Communications Officer will lead the Development and Communications department in managing, coordinating, and achieving organization revenue goals and community awareness efforts. This C-level position is responsible for developing and implementing a comprehensive annual development plan that includes major gifts, corporate and foundation partnerships, online giving, program and event sponsorships, as well as increasing the number of diverse revenue streams for the organization, including grants and fundraising events. The CDCO will also create and manage a communications/marketing/public relations plan that supports the organization's mission, vision and core values, targeting external and internal audiences. This plan will include a robust social media presence.

Key Performance Factors/Responsibilities:

Team Leadership:

- Be accountable for the organization's fundraising performance through the work of the external engagement teams and ensure that the teams are meeting and exceeding fundraising goals.
- Hire, develop, supervise, coach and evaluate director or manager level team members; create a supportive, goal-oriented and productive work culture based on accountability and the organization core values.
- Provide financial analysis, planning, and reporting in coordination with other Executive Team members.
- Collaborate with the Development and Communications team to create and monitor the team's budget.
- Work closely with the Chief Financial Officer and the entire Executive Team in creating the organization's overall budget.

Donor Cultivation & Stewardship

- Develop and implement a multi-faceted fund development plan that maximizes philanthropic support from individuals, foundations and corporations.
- Secure donations via major gifts, planned giving, robust year-end strategy with annual appeals, events, foundation and corporate grants, online giving, and social media.
- Identify, cultivate, solicit and steward major gifts (primarily unrestricted), working with the CEO and, as appropriate, with Board members.
- Maintain an active portfolio of prospects and monitor progress.
- Design and implement a robust Planned Giving program.
- Design and implement a giving program utilizing giving platforms and applications.
- Develop and facilitate external and earned revenue sources.
- Oversee donor database management and donor acknowledgments.
- Foster an internal “culture of giving and philanthropy” among every staff member of Family Eldercare.

Grant Writing & Management

- Provide “big picture” oversight to all grant writing activities, including research and identification, LOI/proposal writing, budget creation, monitoring, and renewal.
- Effectively coach and supervise the Grants and Development Manager to ensure the achievement of fundraising goals.

Communications:

- Oversee the organization's communication efforts include storytelling, marketing, public relations, social media, fundraising and branding management.
- Work closely with the CEO to represent Family Eldercare in our external facing work with the general public and key stakeholders. Serve as a passionate and informed advocate for Family Eldercare. Clearly communicate the impact of our work, verbally and in writing, throughout corporate and community networks. Increase visibility of the agency and its leader as champions of aging and disability services in the community.
- Work alongside pertinent staff members to grow and deepen our ethical storytelling as a best fundraising practice.
- Along with CEO and HR, craft and implement an internal communications plan with the purpose to improve morale and keep our organization client and mission driven.

Other Duties:

- Provide oversight to Family Eldercare’s annual “Summer Fan Drive”.
- Provide strategic vision and fundraising expertise to the agency’s affordable housing projects.
- Review monthly financials and support annual audit as needed.
- Support and attend Family Eldercare events and programs as needed.
- Collaborate across the organization to ensure all philanthropic efforts are aligned with Family Eldercare’s mission and services.
- Other responsibilities will be assigned based on the needs of the overall organization.

Education and Experience:

- At least 10 years of nonprofit development experience with at least 5 years of management experience.
- Proven record of measurable success in organizing and implementing the following: major gifts, annual gifts, grant writing, corporate and foundation giving, direct mail, online giving and special events.
- Demonstrated ability writing and securing grants, experience with government grants is preferred.
- Excellent written and verbal communication skills. Public speaking ability is a plus.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously to meet deadlines.
- Experience with a donor database system.
- Experience with building and maintaining long-term development prospects.
- Previous experience leading successful capital campaigns is a plus.
- Experience with endowments is a plus.
- Experience motivating boards and committees to assist in implementing development strategies.
- A commitment to diversity, equity, and inclusion in the workplace.
- Passion for serving marginalized communities, social and economic justice.

Work Environment:

- Work duties occur primarily in the office and the community. Hybrid work arrangement is an option, not exceeding two days working remotely.
- A significant amount of time is spent on the computer.
- May occasionally involve physical tasks.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation.

I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any organizational policies, procedures, practices, guidelines, and processes based on organizational needs.

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| Print Employee Name: | |
| Employee Signature: | Date: |