



**Con Mi MADRE**  
**Chief Development Officer (CDO)**

**Con Mi MADRE** is a two-generation organization that empowers young Latinas and their mothers through education and support services that increase preparedness, participation, and success in post-secondary education. Con Mi MADRE (CMM) translates to "with my mother," which exemplifies the unique element of our programming that intentionally engages mothers in their daughter's educational journey from 6th grade through college graduation. Our vision is education and success for all Latinas.

**Position Description:**

The Chief Development Officer is a full-time professional position. The position works in collaboration with the executive director, leadership team, and the board of directors, and is supervised and evaluated by the executive director. The Officer supervises two full-time professionals, the Development Associate and Communications Director and also leads volunteers as needed to achieve development goals.

**Characteristics Desired:**

CMM seeks a personable, adaptable and entrepreneurial CDO who can navigate a variety of settings and cultures. The CDO should be passionate, strategic and knowledgeable about the Austin philanthropic community and partner well with the executive director. Ties to El Paso and/or Fort Worth communities would be valuable. Strong communication skills are needed, including writing and public speaking for a variety of audiences.

**Specific Responsibilities**

**Fund Development** – shape, manage and drive the implementation of a successful fundraising plan and strategies to support organizational and project development needs of a \$1.5m budget, including:

- Develop and implement cost-effective fund development program and processes involving individuals, businesses and private foundations, building on CMM's track record of success, including Central Texas, El Paso and Fort Worth chapters
- Direct the activities of CMM giving circles and Board Development Committee
- Develop and oversee calendars, plans, and marketing material for fundraising events
- Oversee planning and implementation of Con Mi MADRE's annual Corazon Awards gala
- Identify, cultivate, recruit, and organize fund development leaders, supporters and volunteers to increase individual donors and major gifts
- Establish donor stewardship program including recognition, acknowledgements, and incentives for donors and volunteers

- Utilize Neon CRM system to capture data, plan, implement, and evaluate specific fund development programs and campaigns
- Lead the development of grant proposals, in conjunction with Development Associate and Program Team
- Work with and coach the Development Associate to implement the development plan across the three CMM chapters

**Communications** - shape, manage and drive the implementation of an effective outreach and communication campaign to educate and cultivate community support, including:

- Develop strategies for cost-effective marketing and outreach to communicate with a range of constituencies through printed and electronic media in Central Texas, El Paso and Fort Worth markets
- Oversee the creation, writing, editing and production of press releases, publications, videos, newsletters, exhibits, and printed materials, including annual reports, and the organization's website, online publications, and social media to maintain and raise CMM's brand reputation
- Evaluate current practices and leverage best practices in effective communication to hone messaging, gain/engage followers and delight donors and supporters
- Work with and coach the Communications Director to implement the communications plan across the three CMM chapters

**Qualifications:**

- Proven track record of fundraising success, revenue growth and working with fundraising volunteers
- Demonstrated excellence in organizational, managerial, and communication skills
- Excellent written and verbal communications skills
- Ability to manage timelines and project budgets effectively
- Capacity to manage multiple projects simultaneously
- Excellent computer skills. Regular use of Word, Excel, WordPress, Photoshop and design/layout software, and Salesforce database
- Interest in and commitment to social equity/justice, education and Latinx issues
- Ability to work well with diverse individuals and balance a variety of needs
- CFRE certification preferred, but not required

**Experience:**

- At least 5 to 7 years of fund development experience and successful revenue growth
- At least 3 to 4 years of communications related experience
- College degree

**To Apply:**

Send email cover letter and resume to [searchcommittee@conmimadre.org](mailto:searchcommittee@conmimadre.org). Applications will be reviewed as received. Candidates selected for interview will be requested to provide references and a portfolio of writing and other communication samples. Position open until filled.

Con Mi MADRE is an equal opportunity employer.