Mainspring Schools is a highly rated nonprofit preschool and early childhood care center located in South Austin. It serves children from ages six weeks through five years old. The school specifically focuses on closing the early childhood "school readiness gap" by ensuring economically disadvantaged families have access to premium early education.
The center uses a comprehensive, research-based model to uplift both children and their families:

- Features low teacher-to-child ratios, child-directed instruction, and the integration of music, dance, and art.
- Provides freshly prepared, nutrient-dense breakfasts, lunches, and snacks on-site, alongside multiple playgrounds.
- Offers parents and caregivers access to specialized support groups, a fully stocked supply pantry, and an on-site Family Services Director for dedicated case management.

Academic Performance & Impact
Mainspring is considered a premier model for early childhood development nationwide:

- It is accredited by the National Association for the Education of Young Children (NAEYC), a rigorous status held by only 8% of child care centers across the United States.
- Mainspring Schools holds the highest-possible 4 Star Rating in the Texas Rising Star quality-based rating system.

The Director of Development and Communications of Mainspring Schools will combine strategic fundraising with brand storytelling.
Job Description: Director of Development & Communications at Mainspring Schools
Position Overview

- **Job Title:** Director of Development & Communications
- **Reports To:** Executive Director
- **Employment Type:** Full-time
- **FLSA Status:** Exempt
- **Compensation:** Starting at $100,000- $120,000 (Commensurate with experience)

The Director of Development and Communications of Mainspring Schools is a dynamic, hands-on professional who is responsible for fundraising, marketing, and public relations. This role secures the financial resources needed to run our programs while building a strong, brand identity. The ideal candidate is a strategic "doer" who can seamlessly pivot from high-level donor cultivation to direct content creation, ensuring all efforts honor the privacy, dignity, and resilience of our students and families. They will play a key leadership role in advancing Mainspring Schools' mission through strategic fundraising, donor cultivation and compelling storytelling. 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

- Create and execute the annual fundraising strategy, including major gifts, annual appeals, and corporate sponsorships.
- Research, write, submit, and track all foundation and corporate grant proposals and impact reports, along with contract grant writer as needed.
- Directly manage a portfolio of donors, alongside ED; plan and execute intimate donor cultivation events.
- Responsible for managing and updating the organization's CRM system, including data entry, gift processing and donor acknowledgement letters.
- Track performance metrics for fundraising ROI and digital communication engagement.
- Act as the primary writer and designer for the annual report, newsletters, digital campaigns, and marketing collateral.
- Maintain and update the school website, execute email marketing campaigns, and manage social media platforms.
- Implement messaging guidelines that protect the privacy of children and families.
- Partner with the Executive Director to implement and strengthen the annual fundraising strategy to achieve a revenue budget of approximately $4+ million.
- Act as a trusted and strategic partner, positioned to provide continuity and leadership in support of the department's long term success.
- 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 fundraising events, campaigns and donor engagement experiences throughout the year.
- Manage development systems and processes to ensure timely donor acknowledgement, data integrity, and meaningful stewardships.
- Work closely with program staff to identify and share compelling stories that inspire donors while maintaining confidentiality and dignity.
- Maintain an understanding of national and local fundraising trends and help identify new funding opportunities and innovations.

Required Qualifications
Education & Experience

- Bachelor's degree required, advanced degree or fundraising certification a plus.
- Minimum of seven years of progressive experience in non-profit fundraising, including direct experience securing major gifts.
- 5+ years of blended fundraising and communications experience. Experience as a solo practitioner or in a small shop is highly preferred.
- Proven success in securing $500,000+ annually through a combination of individual giving, foundation support and/or corporate partnerships and managing independent projects from conception to completion.

Knowledge & Skills

- 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.
- Experience using donor management systems.
- High emotional intelligence, adaptability and discretion.
- Deep commitment to equity and to the mission of supporting youth and families facing system barriers.
- A proactive, solutions oriented mindset and strong initiative.
- Capacity to quickly learn the history of Mainspring Schools 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 for fundraising.
- Demonstrated strong execution skills in planning and delivering successful fundraising events with attention to detail and attention to the ideal donor/guest experience.
- Must have valid driver license and access to a personal vehicle.
- High proficiency across donor databases, email tools (e.g., Mailchimp), website CMS (e.g., WordPress), and design software (e.g., Canva).
- Exceptional organizational skills with the ability to manage multiple overlapping deadlines without administrative support.

Personal Characteristics

- Deep commitment to confidentiality and informed consent when sharing student or family stories, being respectful and honoring the stories of families served by Mainspring.
- Highly self-motivated, comfortable working independently, and committed to professional self-care.

Work Environment

- Standard in school/office environment, five days a week.

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Parental leave
- Vision insurance

Work Location: In person

To apply please submit your cover letter and resume to: executivedirector@mainspringschools.org