Job Opportunity

Position: Chief Development Officer

Reports to: Chief Executive Officer

Location: Kerrville, Fredericksburg, and Hybrid

Classification: Full-Time, Exempt; Senior Leadership Team

Salary Range: $105,000 - $125,000

Position Summary

The Community Foundation of the Texas Hill Country seeks an accomplished, strategic, and relationship-oriented Chief Development Officer (CDO) to lead the Foundation's philanthropic development efforts and advance its mission of strengthening communities across the Hill Country.

The Chief Development Officer will serve as a key member of the Foundation's senior leadership team, working closely with the Chief Executive Officer, Board of Trustees, donors, professional advisors, and community partners to expand charitable giving, cultivate enduring philanthropic relationships, and grow the Foundation's permanent charitable assets.

The Foundation has experienced a period of extraordinary institutional growth, emerging as a leading philanthropic organization in the region and a nationally recognized leader in community-based philanthropy. With assets exceeding $130 million and an expanding portfolio of donor-advised, designated, scholarship, field-of-interest, and other charitable funds, the Foundation is positioned for its next chapter of growth and impact.

The Chief Development Officer will help guide that next chapter by developing a comprehensive philanthropic growth strategy, strengthening relationships with current and prospective donors, expanding planned and legacy giving, and establishing a disciplined, proactive approach to development.

This position requires an executive who understands that successful community foundation development is grounded in trust, stewardship, deep community knowledge, and a commitment to helping donors achieve their philanthropic goals.

Key Responsibilities

1. Philanthropic Strategy and Institutional Growth

- Develop and implement a comprehensive, multiyear development strategy aligned with the Foundation's mission, strategic priorities, and long-term financial sustainability.
- Establish annual and multiyear goals for new charitable funds, donor relationships, planned gifts, and philanthropic asset growth.
- Identify opportunities to expand the Foundation's presence and philanthropic partnerships throughout its 10-county service area.
- Work with the CEO and senior leadership team to identify emerging opportunities for charitable investment, including permanent endowments and community-focused philanthropic initiatives.
- Develop strategies to convert increased regional and national awareness of the Foundation into lasting philanthropic relationships and institutional support.
- Monitor development performance, assess progress toward established goals, and recommend adjustments to strategy.

2. Major Gifts and Donor Relationship Management

- Lead the identification, cultivation, solicitation, and stewardship of individuals, families, businesses, and institutions capable of making significant charitable investments.
- Develop and manage a portfolio of major donors and prospective donors, with particular emphasis on establishing new long-term relationships.
- Partner closely with the CEO on principal gift opportunities and strategically important donor relationships.

• Design individualized donor engagement strategies that reflect donors' charitable interests, financial circumstances, and philanthropic objectives.

• Support the creation and growth of donor-advised funds, designated funds, field of interest funds, scholarship funds, and unrestricted endowments.

• Build a systematic approach to donor engagement, including regular contact, meaningful stewardship, and opportunities for deeper involvement with the Community Foundation.

3. Planned Giving and Professional Advisor Engagement

• Establish a robust planned and legacy giving program that encourages donors to include the Foundation in their long-term charitable and estate plans.

• Cultivate relationships with estate planning attorneys, financial advisors, accountants, trust officers, and other professional advisors throughout the region.

• Position the Foundation as a trusted charitable planning resource for donors and their advisors.

• Develop educational programs, materials, and engagement opportunities that demonstrate the Foundation's capabilities in complex charitable giving.

• Collaborate with professional advisors and Foundation leadership on charitable strategies involving appreciated assets, estate gifts, beneficiary designations, charitable trusts, and other planned giving arrangements.

• Strengthen the Foundation's pipeline of documented future gifts and multigenerational philanthropic relationships.

4. Donor Stewardship and Philanthropic Services

• Establish consistent, high-quality standards for donor stewardship an relationship management.

• Work collaboratively with programmatic, financial, and administrative staff to ensure donors receive responsive service, accurate information, and meaningful engagement.

• Develop opportunities for donors to better understand regional needs, nonprofit organizations, and the impact of their philanthropy.

• Support donor education, family philanthropy, and next-generation charitable engagement.

• Ensure that donor interests and fund agreements are understood, documented and honored.

• Help cultivate a culture of exceptional donor service across the organization.

5. Community and Regional Philanthropic Leadership

• Represent the Foundation at community events, professional gatherings, and philanthropic convenings.

• Build relationships with civic leaders, business owners, nonprofit executives, and philanthropic families across the Hill Country.

• Identify opportunities to establish new charitable funds and partnerships that address community priorities, including education, housing, health, childcare, conservation, and long-term community resilience.

• Collaborate with the CEO and program staff to connect donor interests wit credible, community-informed opportunities for philanthropic investment.

• Strengthen the Foundation's reputation as an accessible, trusted, and enduring philanthropic institution serving communities of all sizes.

6. Development Operations and Organizational Leadership

• Build and maintain effective development systems, including donor records, prospect management, moves management, and gift pipeline reporting.

• Establish clear performance measures and regularly report development activity, progress, and opportunities to the CEO and Board of Trustees.

• Collaborate with the Chief Financial Officer to ensure appropriate coordination around fund establishment, gift acceptance, and financial reporting.

• Work with communications staff to develop compelling donor materials, institutional messaging, and philanthropic engagement strategies.

• Support the development of annual operating budgets and resource plans relate to development.

• Supervise and develop development personnel as organizational needs and resources evolve.

• Contribute to strategic planning, organizational policy, and executive decision making as a member of the senior leadership team.

Qualifications and Experience

The ideal candidate will demonstrate:

- Significant progressive leadership experience in philanthropy, major gifts, charitable planning, wealth management, nonprofit advancement, or a related field.
- A successful record of cultivating and securing major charitable gifts and developing long-term donor relationships.
- Strong knowledge of planned giving, charitable funds, estate planning concepts, and philanthropic vehicles.
- Experience working with high-net-worth individuals, families, and professional advisors.
- Exceptional interpersonal skills, sound judgment, discretion, and the ability to establish trust with diverse constituencies.
- Strong strategic planning, organizational management, and execution capabilities.
- Excellent written and verbal communication skills, including the ability t articulate the value of community philanthropy.
- A collaborative leadership style and demonstrated ability to work effectively with executive leadership, staff, and governing boards.
- A commitment to ethical fundraising practices, donor confidentiality, and the mission of community foundations.

An advanced degree or professional designation such as CFRE, CAP, JD, or CPA is preferred but not required. Comparable professional experience will receive full consideration.

Experience with community foundations, regional philanthropy, or the Hill Country is desirable. Salary is commensurate with experience.

Leadership Characteristics

The successful Chief Development Officer will be:

- **Strategic and entrepreneurial:** Able to recognize philanthropic opportunities, develop ambitious but achievable plans, and translate institutional vision into measurable results.
- **Relationship-centered:** An exceptional listener who builds trust through authenticity, responsiveness, and a genuine interest in donors and their aspirations.

- **Collaborative:** Comfortable working in close partnership with a highly engaged CEO and an experienced leadership team, while independently advancing development priorities.
- **Institutionally minded:** Committed to building permanent philanthropic capacity and strengthening the Foundation for generations to come.
- **Community-oriented:** Deeply interested in the people, institutions, challenges, and opportunities that define the Texas Hill Country.
- **Results-driven:** Able to combine thoughtful relationship development with disciplined execution, accountability, and measurable performance.

Initial Priorities and Measures of Success

During the first 12–18 months, the Chief Development Officer will be expected to:

1. Complete an assessment of the Foundation's existing donor relationships, development practices, and philanthropic growth opportunities.
2. Develop and begin implementing a multiyear development plan with measurable goals and clear accountability.
3. Establish a prioritized portfolio of major gift prospects and a systematic process for cultivation, solicitation, and stewardship.
4. Create a structured professional advisor engagement strategy, including meaningful outreach across the Foundation's service area.
5. Strengthen the Foundation's planned giving program and establish a pipeline of prospective legacy gifts.
6. Identify and advance opportunities for new endowed funds, unrestricted gifts, and long-term charitable investments.
7. Implement consistent development reporting and donor relationship management practices.
8. Build productive working relationships with the CEO, Board of Directors, staff, and key philanthropic partners.

Success will be evaluated through both quantitative measures—including new fund relationships, charitable commitments, planned gift intentions, and asset growth—and

qualitative measures such as donor satisfaction, professional advisor engagement, and the strength of the Foundation's long-term philanthropic pipeline.

The Opportunity

The Community Foundation of the Texas Hill Country is entering a consequential period in its institutional development.

The Foundation's leadership during the region's devastating floods has demonstrated the essential role that community philanthropy can play in times of extraordinary need. That experience has also created an opportunity to strengthen the region's philanthropic infrastructure, deepen relationships with donors, and build permanent charitable resources that will serve future generations.

The Chief Development Officer will have a meaningful opportunity to shape this future, helping transform an exceptional period of institutional growth into a lasting legacy of community investment, philanthropic leadership, and regional impact.

To Apply

Email a cover letter and resume to

jobs@communityfoundation.net

by **Friday, January 8, 2027**.