



**Position Title:** Chief Development Officer  
**Reports to:** President & Chief Executive Officer

**Classification:** Exempt, Full Time  
**Job Code:**

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**Salary Range: \$100,000 - \$130,000 Annually**

### **Who We Are**

Any Baby Can is proud to be recognized as one of the Best Places for Working Parents in Austin. We are a nonprofit organization focused on empowering families to achieve the best possible outcomes for their children.

At Any Baby Can, we recognize our staff as the most valued resources and the drivers of our success. We prioritize staff well-being in a variety of ways, including a competitive benefits package and perks such as flexible and remote work hours, 19 paid holidays (including up to 10 days of paid time off at the end of the year), up to 96 hours of accrued personal time off, and 80 hours of accrued vacation time during the first year of full-time employment.

### **Position Summary:**

The Chief Development Officer (CDO) is responsible for developing and implementing fundraising strategies, and expanding philanthropic support for Any Baby Can. This position leads a team of three, including a Director of Foundation Relations, Director of Special Events and Sponsorships, and a Development Coordinator. The Chief Development Officer ensures high standards in donor relations and cultivating and stewarding stakeholders and potential partners to meet organizational goals.

## **KEY RESPONSIBILITIES**

### **Fundraising Strategy & Leadership:**

- Develop and execute an annual development plan to achieve annual and long-term organizational goals.
- Provide strategic leadership and direction to the development team, fostering a collaborative and high-performing environment that reflects Any Baby Can's core values.
- Oversee and optimize all fundraising activities, including major gifts, foundation relations, government funding, special events, third-party fundraisers, sponsorships, and annual giving.
- Analyze fundraising data and trends to identify opportunities for growth and improvement.
- Ensure alignment of fundraising activities with the organization's mission and strategic plan.
- Ensure compliance with all relevant regulations and ethical standards in fundraising.
- Develop monthly reports of fundraising activities in comparison to the previous year such as goal to actual, donor retention, average gift amount, etc.

**Donor Relations & Cultivation:**

- Cultivate and maintain strong relationships with major donors, foundations, corporate partners, and other key stakeholders.
- Develop and implement strategies for donor recognition, stewardship, and engagement.
- Identify and cultivate new donor prospects, building a robust pipeline of potential supporters.
- Oversee the development of compelling fundraising materials, including proposals, reports, and presentations.
- Personally engage in major gift solicitations and cultivate relationships with high-level donors.
- Represent the organization at community events and other public forums.

**Department Management & Operations:**

- Develop and manage the development department's budget and ensure efficient resource allocation.
- Oversee the development and maintenance of accurate donor records and databases.
- Develop and implement effective systems and consistent processes for fundraising operations.
- Oversee the project planning and management of all fundraising and development initiatives.

**QUALIFICATIONS**

- A passion for Any Baby Can's mission and a commitment to serving families.
- Bachelor's degree or equivalent with a minimum of 7 years' experience and demonstrated success (or proven track record) in fundraising and development and 5 years of experience managing and leading a development team.
- Certified Fundraising Executive (CFRE) preferred.
- Proven ability to motivate a team to consistently achieve and exceed their goals.
- Demonstrated success developing and implementing successful fundraising strategies.
- Demonstrated success in cultivating and soliciting major gifts from individuals, foundations, and corporations.
- Exceptional interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strong strategic thinking and analytical skills, with the ability to translate data into actionable insights.
- Excellent project management and organizational skills, with the ability to manage multiple priorities and deadlines.
- Proficiency in fundraising database software and CRM systems.
- Knowledge of fundraising best practices and ethical standards.
- Practical knowledge and application of fiscal procedures, budgeting, and financial planning.

- Strong computer proficiency with all MS Office suite products.
- Periodic availability outside the normal working hours to attend and facilitate program-related events and activities.

### **Special Considerations**

- Must have reliable transportation to travel within the assigned region. If driving your own vehicle, you must have a valid driver's license and current vehicle insurance.
- Ability to sit for extended periods of time.
- Ability to work more than 8 hours per day.
- Ability to sit, stand, and kneel as necessary to fulfill daily duties assigned.
- Ability to effectively/clearly communicate.

**To apply, please visit the website below:**

<https://anybabycan.org/who-we-are/jobs/>

*Any Baby Can is an equal opportunity employer and affords equal employment opportunities to all employees and applicants regardless of race, color, religion, creed, age, gender, sexual orientation, genetic information, marital status, national origin, disability, or any other characteristic protected by federal, state, provincial or local law. Any Baby Can conforms to the spirit as well as to the letter of all applicable laws and regulations.*