



**United Way for Greater Austin (UWATX)**  
**Chief Development Officer**  
**Resource Development and Community Engagement**  
**Regular, Full-time, Exempt**  
**Salary Range \$90,000-\$120,000/year**

**Who we are:**

United Way for Greater Austin (United Way ATX) brings people, ideas, and resources together to fight poverty in our community. Through our focus areas of Education, Health and Financial Stability, we build opportunity for all people in Greater Austin. We unite the community around collective goals, strategically invest in partners, and execute proven programs that make a real difference for children and families.

**Who we want:**

The **Chief Development Officer** is a strategic and visionary leader with an adaptive management style who is passionate about building philanthropy, community engagement, and the overall UWATX mission to fight poverty in Austin. Reporting to and partnering closely with the Chief Executive Officer, the Chief Development Officer (CDO) works closely with the Leadership Team, donors, Board members, and other key constituents to advance UWATX's mission. The CDO is responsible for aligning the resource development and community engagement strategy with UWATX's overarching strategic goals, which include aggressive revenue growth in order to increase our overall impact in the community. The CDO will be responsible for leading a strong resource development and community engagement team which includes corporate giving, workplace campaigns, donor engagement, volunteer engagement, institutional and planned giving. The CDO works closely and collaboratively with the Chief Programs Officer, Chief Financial Officer, Chief Operating Officer, Director of Marketing and others throughout the organization in order to model and support effective, ongoing cross-departmental partnerships.

**Who you are:**

- **Cultivates innovation:** Comes up with useful ideas that are new, better, or unique. Introduces new ways of looking at problems. Can take a creative idea and put it into practice. Encourages diverse thinking to promote and nurture innovation.
- **Diversity, Equity and Inclusion:** Has a commitment to DEI work and understands that the road to equity is long and steep. Is willing to stay engaged in continuous learning and delve into individual and collective action with team members and donors.
- **Drives results:** Has a strong bottom-line orientation. Persists in accomplishing objectives despite obstacles and setbacks. Has a track record of exceeding goals successfully. Pushes self and helps others achieve results.
- **Collaborates:** Works cooperatively with others across the organization to achieve shared objectives. Represents own interests while being fair to others and their areas. Partners with others to get work done. Credits others for their contributions and accomplishments. Gains trust and support of others.
- **Interpersonal savvy:** Relates comfortably with people across levels, functions, culture, and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly, and accepting way. Builds constructive relationships with people both similar and different to themselves.
- **Resilient:** Is confident under pressure. Handles and manages crises effectively. Maintains a positive attitude despite adversity. Bounces back from setbacks. Grows from hardships and negative experiences.



- **Builds networks:** Builds strong formal and informal networks. Maintains relationships across a variety of functions and locations. Draws upon multiple relationships to exchange ideas, resources, and know-how.
- **Builds and manages effective teams:** Forms teams with appropriate and diverse mix of styles, perspectives, and experience. Establishes common objectives and a shared mindset. Creates a feeling of belonging and strong team morale. Shares wins and rewards team efforts. Fosters open dialogue and collaboration among the team.
- **Drives vision and purpose:** Talks about future possibilities in a positive way. Creates milestones and symbols to rally support behind the vision. Articulates the vision in a way everyone can relate to. Creates organization-wide energy and optimism for the future. Shows personal commitment to the vision.
- **Strategic mindset:** Anticipates future trends and implications accurately. Readily poses future scenarios. Articulates credible pictures and visions of possibilities that will create sustainable value. Creates competitive and breakthrough strategies that show a clear connection between vision and action.
- **Plans and aligns:** Sets objectives to align with broader organizational goals. Breaks down objectives into appropriate initiatives and actions. Stages activities with relevant milestones and schedules. Anticipates and adjusts effective contingency plans.

**What you'll be doing:**

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
- Formulates short and long-term goals concerning the fundraising efforts of the organization.
- Develops actionable strategies for meeting and exceeding those goals through grants, gifts, donations, and fundraising events.
- Recruit and lead a Development committee comprised of volunteer leaders from the Board and other stakeholders.
- Collaborate with Marketing to plan and oversee fundraising events to make sure all donor needs are met and fundraising goals are achieved.
- Work closely with Marketing to utilize our digital presence as a revenue generator to drive online giving.
- Discovers new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts.
- In collaboration with CEO and Program leadership, develop, maintain and advance relationships with private foundations.
- Partner with CEO, CPO and Marketing to develop key messages and ensure alignment of fundraising and programmatic outreach messaging.

**What you'll bring:**

- Bachelor's degree in Business Administration, Public Administration, Non-Profit Management, or related field from an accredited college or university required.
- Master's degree in Business Administration, Public Administration, Non-Profit Management, or related field from an accredited college or university preferred.
- Passion for inspiring people, teams, and community engagement.
- Must embrace diversity, equity and inclusion inside and outside of the organization.
- 10+ years of progressively responsible work experience in non-profit fundraising.



- A record of success driving and sustaining a change in an organization's fundraising performance; experience raising capital and expanding a donor base.
- Experience running workplace and targeted campaigns (i.e. Digital Giving, Capital Campaign).
- Skills in leading fundraising committees to educate, inspire, and leverage new and long-time donors and sustain monthly giving.
- A proven track record in securing major gifts of six figures or more from individuals and institutions.
- Solid experience in strategic planning and transforming a strategic vision into an operational model.
- Experience in establishing performance measures, monitoring results, and evaluating the effectiveness of the fund development program.
- Excellent interpersonal skills required for donor solicitation, cultivation, and stewardship.
- A collaborative and flexible style, with a strong service mentality, and who is seen as a team player.
- Able to work flexible schedules as necessary to support special events and projects, including some evenings and weekends.

**Notice:** The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Management has the right to assign or reassign duties and responsibilities at any time. UWATX is an "at-will" employer. [Apply here.](#)

**This position is located in Austin, Texas, and reports directly to the CEO.**