



Vice President of Development

Mission Capital is seeking a Vice President of Development to join our team! Read more about Mission Capital and the job description below.

ABOUT MISSION CAPITAL

Mission Capital is a nonprofit capacity builder working to equip and connect mission-driven leaders, organizations, and networks across Central Texas. We support nonprofits and community changemakers through consulting, leadership development, collaboration, and influence to strengthen their impact.

ABOUT OUR TEAM

We are a team of individuals who are passionate about serving the people who serve our community. We aim to be champions of the individuals who make up our sector, thought partners to nonprofit organizations and resilient changemakers within our ecosystem. We are a nonprofit ourselves, committed to the advancement of equity and opportunity within our Central Texas social sector because we believe equitable progress is key to a better future for us all.

OUR WORK CULTURE

We strive for a people-first work culture where wellbeing and work-life balance are both individualized and normalized. As such, our work schedule team is committed to upholding the MC Wellbeing Principles and all MC staff create strategies for self-care and work-life balance, both individually and as a collective.

- Personal Time Off (PTO) from work for vacation & sick leave. New full-time employees within their first 2 years of employment accrue 19 days per year. Part-time employees accrue PTO on a prorated basis.

All Mission Capital staff receive:

- Approximately 19 paid holidays per year which includes a Summer and Winter Break.
- Summer Friday's - Mission Capital office closes at noon from Memorial Day Weekend through Labor Day.
- Designated days throughout the year for quiet focus time with no internal or external meetings.
- Robust benefits packages, as well as professional development opportunities.
- A one-time remote stipend to set up your virtual workspace.

Job Purpose

Mission Capital seeks an experienced, strategic, relational Vice President of Development to lead our fundraising and resource development efforts. This leader will be responsible for securing and growing philanthropic support from individuals, foundations, and corporate partners to sustain and expand Mission Capital's work.

The Vice President of Development will partner with the CEO, board members, and staff across the organization to design and execute a diversified development strategy that aligns with Mission Capital's values and long-term vision.

The ideal candidate brings creativity, clarity, and courage to their work, and a deep commitment to equity and community impact. This person we seek will have a passion for non-profit capacity building and the ability to compel investment for a stronger social sector ecosystem.

Essential Duties & Responsibilities

Fundraising Strategy & Execution

- Lead the cultivation of relationships and diverse stakeholders to increase investment for collective impact and systems change
- Identify and pursue new philanthropic opportunities that align with Mission Capital's programs and impact goals
- Co-develop compelling donor communications in collaboration with the communications and program teams
- Envision, design, and lead strategic special events including identifying and securing sponsorships and communication planning

Donor & Funder Relations

- Cultivate meaningful relationships with individual donors, corporate partners, and foundations
- Partner with the CEO and board to activate networks and elevate Mission Capital's visibility among funders
- Manage donor stewardship efforts, including events, reports, and recognition

Grant Writing & Management

- Oversee all grant writing, reporting, and compliance in coordination with staff and external writers
- Track grant deadlines and ensure timely submission and follow-up
- Collaborate with program staff to develop proposals and align narrative with measurable outcomes

Data, Systems, and Operations

- Oversee donor database (currently Salesforce) and ensure accurate, timely reporting
- Track performance metrics and report fundraising progress to leadership and the board
- Manage gift processing, acknowledgements, and recordkeeping in partnership with operations team

Leadership & Organizational Partnership

- Serve as a member of the leadership team, contributing to cross-functional planning and strategy
- Lead and support board development and engagement efforts, including the Board Development Committee
- Recruit, retain, evaluate, and lead a high-functioning development team including our current grant manager.
- Represent Mission Capital publicly as a passionate and informed ambassador of our mission. Deliver presentations to community and other groups on Mission Capital's thought leadership topics as in strategic collaborations, cross-sector decision-making, and system leadership.
- Strengthen Mission Capital's brand visibility in the social sector and among philanthropic investors
- Design and implement a personal professional development plan designed to enhance skills and expertise
- Participate in professional groups related to work/position and stay current on industry and sector trends.
- Blog and contribute to thought leadership as assigned.
- Other Duties as assigned.

Equity and Belonging

- In alignment with our strategic plan, participate in the building of an equity & belonging culture across all MC departments and teams.
- Embed equity in all essential job duties and responsibilities.

Minimum Qualifications

- Minimum 5–7 years of professional fundraising experience with a successful track record securing gifts from individuals, foundations, and corporations
- Strong understanding of development best practices and philanthropic trends
- Excellent written, verbal, and interpersonal communication skills
- Proven ability to build authentic relationships across lines of difference
- Experience with donor management software (Salesforce preferred) and data-informed fundraising
- Commitment to equity, community collaboration, and nonprofit capacity building

- Understanding of the philanthropic landscape and current trends in nonprofit fundraising.
- Bachelor's degree required; advanced degree or CFRE certification is a plus.

Preferred Attributes

- Experience working within a capacity-building or intermediary nonprofit organization
- Demonstrated success in major gifts, multi-year funding partnerships, or campaign leadership
- Comfortable working in a fast-paced, mission-driven, and highly collaborative environment
- A sense of humor, a growth mindset, and a passion for community impact

Additional Information.

Reports To: Chief Executive Officer

Supervises: Grants Manager & MarComm resources (internal and external)

Position Status: This is a full-time, exempt position, Hybrid in Austin, TX

Salary: The salary range for this position is \$87,000 - \$95,000 annually depending on experience.

Deadline to Apply: This position is **Open Until Filled**, we will review application packets and hold interviews until filled.

- **To be considered for the 1st round of interviews**, please submit your applicant information by **Friday, July 18, 2025**, with interviews being conducted the week of **July 21, 2025**

Applying

[Click here to apply](#)

To apply, submit the following information below:

- Resume
- Cover letter including three references (Your references will not be contacted before you are informed).

Interview Process: The interview process for this position will be virtual and may include in-person conversations. Applicants selected for interviews will receive more information about the virtual interview process.

Mission Capital is an equal opportunity employer.

Mission Capital recruits, employs, trains, compensates, and promotes regardless of race, color, religion, national origin, sex, disability, veteran status, genetic information, or gender identity. We strongly encourage members of traditionally underrepresented communities to apply, including, but not limited to people of color, LGBTQ-identifying people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

We have a clear vision: A Central Texas where all have access to opportunity and can thrive; and we believe that begins with us.

We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We pledge to provide an environment of mutual respect where equitable opportunities are available to all and staff feel comfortable being their authentic selves.

We are committed to addressing systemic issues and inequities and are focused on advancing equity in our work both internally and externally. We have courageous conversations, apply an equity lens to our work and hold ourselves accountable to the mistakes we will make by learning from them and correcting course with enhanced understanding.

MISSION CAPITAL WELLBEING PRINCIPLES

STAFF WELLBEING AND SAFETY IS THE HIGHEST PRIORITY.

Our highest priority is for our staff safety and wellbeing. All decisions will be made with staff at the forefront.

WORK LIFE BALANCE & BOUNDARIES ARE EXPECTED AND WILL BE RESPECTED.

Each staff member is empowered to consider what work life balance means for them and determine how they want to establish boundaries. While our work is important, it is not always urgent, staff have the agency and are encouraged to set boundaries and create work life balance that is individualized and multidimensional based on their needs.

PERSONAL TIME OFF IS PRIORITIZED AND PART OF OUR CULTURE.

Staff are encouraged to use PTO. While we would like all staff to completely disconnect during PTO, we recognize that staff should have the agency to take leave in ways that works best for them. Staff have the agency to consider their individual needs and decide how to utilize PTO in ways that is best for them.

FLEXIBLE WORK SCHEDULES ARE AVAILABLE TO ALL STAFF.

Staff can work variable hours during the day to balance their personal and work lives including working early morning or late hours per individual staff member needs. All staff are encouraged to talk to their direct manager about what work life balance means for them and how they want to schedule their work hours which includes alternative schedules.