

Seedling Foundation
Chief Development and Communications Officer
Job Posting
May 14, 2026

Overview

Seedling Foundation is seeking an experienced and relationship-driven development professional to lead and grow the organization's fundraising, donor engagement, marketing, and communications efforts in support of children impacted by parental incarceration.

For more than 20 years, Seedling has provided high-quality, school-based mentoring and scholarship support for students who have a parent in prison or jail across Central Texas school districts. Today, Seedling operates with an annual budget of approximately \$1.4 million, with roughly one-third funded through school district and government partnerships and the remaining support secured through private philanthropy, including individuals, corporations, foundations, and community partners.

The Development team currently includes two full-time staff members and one part-time grant specialist, with the CEO serving as an active partner in fundraising and donor engagement efforts. The Chief Development and Communications Officer (CDCO) is a full-time leadership position responsible for overseeing the strategy, management, coordination, and execution of Seedling's fundraising, donor relations, marketing, and communications initiatives.

The CDCO serves as a member of the organization's leadership team and works closely with the Board of Directors, Development Committee, donors, and community stakeholders to strengthen awareness, deepen engagement, and increase philanthropic support for Seedling's mission.

Process and Timeline

Applicants should provide an updated resume and cover letter to Dan Leal, CEO, by emailing Dan@seedlingmentors.org by Friday, May 29, 2026, at midnight. Interviews for qualifying candidates will take place between May 22 and June 12, 2026. The CEO will make an offer on the position by June 12, 2026.

Compensation

Seedling will offer a salary starting at \$85,000 commensurate with experience. Benefits include health, dental and vision insurance, 403b retirement plan with match, generous time off, and AISD staff holidays during the school year.

Equal Employment Opportunity

It is the policy of the Foundation to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, and medical condition including medical characteristics, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a

person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.