



Development Director

Location: South Austin

Start Date: [Fall 2025 or TBD]

About Todos Juntos:

Todos Juntos Learning Center (TJLC) is a dual-generation learning center that serves Central Texas, with a mission of supporting the academic and social well-being of families through education, empowerment, and community support. Our holistic approach strengthens the whole family—providing English language learning, early childhood education, and wraparound support services—empowering immigrant families to thrive.

As a key leadership team member, the Development Director will lead all fundraising efforts for the organization, setting strategy, relationship-building, and revenue growth initiatives. The Director will oversee and expand a comprehensive development program that includes individual giving, corporate and foundation fundraising, events, donor stewardship, and communications, as well as any special campaigns for program expansion or capital needs. This position supervises the Development Associate and reports to the Executive Director.

Why work at TJ?

In 2025, for the third year in a row, we earned the **Best Place for Working Parents in Austin** designation for our family-friendly policies and practices. At Todos Juntos, you'll join a passionate, diverse team that prioritizes equity, collaboration, and culture. We value flexibility, transparency, and work-life balance, with an emphasis on supporting working parents.

Job Title: Development Director

Reports to: Executive Director

Supervises: Development Associate

Key Responsibilities Include:

Fundraising Strategy & Execution

- Develop and implement a multi-year development strategy to support organizational goals.
- Manage a portfolio of major donors and prospects, cultivating strong, long-term relationships.
- Oversee all donor communications and appeals, ensuring alignment with TJLC's voice and values.

- Partner with Executive Director to steward key stakeholders, including board members, individual donors, foundation officers, and corporate sponsors.

Grants & Institutional Fundraising

- Lead grant strategy, and oversee calendar, and submissions, including foundation, government, and corporate proposals.
- Collaborate with program and finance staff to prepare compelling, accurate grant narratives and reports.
- Track grant outcomes and maintain all compliance and reporting requirements.

Events & Campaigns

- Design and lead execution of annual fundraising events and campaigns (e.g., Power of Language, Amplify Austin, Giving Tuesday, year-end appeals).
- Collaborate with Development Associate to ensure smooth event logistics, audience engagement, and follow-up.

Donor Engagement & Stewardship

- Ensure a robust stewardship plan is in place for all levels of giving.
- Guide the creation of donor reports, newsletters, and impact storytelling in coordination with staff.
- Lead data-driven donor segmentation and personalized engagement strategies.

Communications & Brand Building

- Oversee development-related communications and storytelling with a focus on community impact.
- Collaborate with internal teams to ensure cohesive, culturally responsive messaging across platforms.
- Represent TJLC publicly at events, community meetings, and networking opportunities.

Team Leadership & Supervision

- Supervise and mentor the Development Associate, providing support for growth and performance.
- Collaborate with administrative and program teams to integrate fundraising with organizational operations.
- Report regularly to the Executive Director and Board on fundraising performance and strategy.

Required



- Passion for the mission and values of Todos Juntos, including a strong commitment to equity and social justice.
- Minimum 5 years of progressively responsible nonprofit development experience, with demonstrated success in major gift fundraising.
- Strong leadership and interpersonal skills with the ability to inspire and mobilize others.
- Excellent written, verbal, and storytelling communication skills.
- Experience managing CRM/donor databases and analyzing fundraising metrics.
- Proficiency in Microsoft Office, Google Suite, and CRM systems (e.g., Bloomerang, Salesforce, or similar).

Preferred

- Experience working in bilingual, multicultural settings.
- Spanish/English bilingual proficiency.
- Lived experience aligned with the families and communities TJLC serves.
- Knowledge of the Central Texas philanthropic landscape.

Hours & Schedule

- 40 hours/week
- Monday through Friday, with occasional evenings or weekends for events
- Flexible scheduling and work-from-home opportunities available

Benefits & Compensation

- Salary range: \$85,000-\$95,000 annually, commensurate with experience
- 100% employer-paid health, dental, vision, and life insurance
- Hybrid work option (at least one remote day/week)
- Flexible summer schedule with increased remote work opportunities, along with late starts and early dismissals during the summer months to support work-life balance.
- Ten days of Paid Time Off (PTO)
- Twenty six days of (Thanksgiving, Winter Break, Spring Break, and additional holidays) holiday pay
- Three months of Parental Leave
- Mileage reimbursement at \$0.70/m
- \$25 monthly phone stipend to support work-related mobile use
- Professional development opportunities
- Family friendly work environment, with potential enrollment of eligible child(ren) in onsite childcare center with advanced notice and availability.
- Mother-Friendly Worksite committed to supporting parents and caregivers
- Wellness Lounge available for relaxation, privacy, and personal care
- Complimentary snacks and female sanitary products stocked for staff



- Open, warm environment that embraces workplace accommodations and inclusivity
 - Caring, trusting culture that prioritizes work/life balance to support sustainable, meaningful work
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Equal Employment Opportunity Policy

Todos Juntos is an equal opportunity employer. We value a diverse workforce and inclusive culture. We strongly encourage applications from Black, Indigenous, and People of Color, LGBTQ+ individuals, immigrants, those with disabilities, and individuals with nontraditional career paths. If you're passionate about our mission and meet most of the qualifications, we welcome your application.