

**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.

The Opportunity:

As a key member of the executive leadership team, the Development Director will lead the organization's fundraising and external engagement efforts, ensuring sustainable revenue growth that supports TJLC's mission and deepens our community impact. This person will not only direct development strategy and manage donor relationships, but will also serve as a storyteller, culture carrier, and community builder—helping translate the work of staff and families into powerful narratives that inspire investment.

This is a highly relational role that requires emotional intelligence, humility, a collaborative spirit, and a deep commitment to social justice. The right candidate will not only bring strong technical skills in fundraising and development operations, but will also embody TJLC's values of equity, empathy, and collective care.

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 and community-centered leadership.

Job Title: Development Director**Reports to:** Executive Director**Supervises:** Development Associate**Key Responsibilities:****Organizational Leadership & Collaboration**

- Serve as a member of the Executive Leadership Team, contributing to high-level planning, budgeting, and organizational strategy.
- Represent development priorities in leadership conversations and contribute to cross-departmental decision-making.
- Foster deep collaboration with program, finance, and administrative teams to ensure alignment between development efforts and programmatic impact.
- Stay actively involved with programmatic staff and student events to authentically understand, uplift, and communicate TJLC's impact.

Fundraising Strategy & Execution

- Develop and implement a comprehensive, multi-year fundraising strategy that includes individual giving, institutional funding, events, and earned revenue opportunities.
- Manage a portfolio of major donors and prospects, cultivating strong, long-term relationships.
- Ensure all donor communications and appeals reflect TJLC's mission, values, and bilingual, community-centered identity.

Grants & Institutional Fundraising

- Lead institutional fundraising efforts, including grant strategy, submission calendar, writing, and reporting.
- Collaborate with staff to produce compelling grant narratives that are program-informed and data-backed.
- Maintain compliance, track deliverables, and steward foundation and corporate partners with transparency and responsiveness.

Events, Campaigns & Donor Stewardship

- Plan and lead all fundraising events and campaigns (e.g., Power of Language, Amplify Austin, Giving Tuesday), ensuring they are joyful, organized, and reflective of TJLC's culture.
- Lead donor stewardship and segmentation strategies, including personalized communication, acknowledgments, and storytelling.
- Support program staff in minimizing the burden of event logistics, volunteer coordination, and donor interactions.

Storytelling, Communications & Culture

- Serve as TJLC's lead storyteller and public ambassador—sharing authentic narratives that reflect the voices of families and students.
- Attend and participate in TJLC programming to gather first-hand stories and build relationships with students and families.

- Ensure storytelling is ethical, strengths-based, and non-exploitative. Prioritize student and family dignity over donor appeasement.
- Collaborate with the Communications team to ensure consistent, bilingual messaging across platforms.

Team Leadership & Development

- Supervise and mentor the Development Associate; promote professional growth and alignment with team values.
- Cultivate a supportive, transparent, and equitable team culture rooted in TJLC's mission.
- Contribute to leadership team conversations with grace under pressure, humility, and a willingness to name challenges and offer solutions.

Required Qualifications:

- Deep commitment to the mission and values of Todos Juntos, including equity, inclusion, and community empowerment.
- At least 5 years of progressively responsible development experience, including managing a donor portfolio and leading fundraising strategy.
- Demonstrated experience with grant writing, donor communications, and event planning.
- Comfort with financial documents, including statements of activity and budget-to-actual reports.
- Strong leadership, interpersonal, and relationship-building skills.
- Excellent verbal and written communication skills; capable of translating program work into compelling fundraising messages.
- Proficiency in CRM/donor databases and Google Suite.
- Must be bilingual in Spanish and English.

Preferred Qualifications:

- Lived experience as an immigrant or first-generation American, or as a member of the communities TJLC serves.
- Experience working in bilingual and multicultural environments.
- Knowledge of the Central Texas philanthropic landscape.
- Familiarity with community-centric fundraising principles.

Work Hours & Environment:

- 40 hours/week; Monday–Friday with occasional evening or weekend events.
- Position is based in South Austin. Requires consistent in-person presence; hybrid work schedule includes at least one remote day/week.
- Flexible scheduling and work-from-home options available.

**Compensation & Benefits:**

- Salary Range: \$85,000–\$95,000 annually, commensurate with experience
- 100% employer-paid health, dental, vision, and life insurance
- Three months of parental leave
- Ten days of paid time off (PTO)
- Twenty-six paid holidays (including Thanksgiving, Winter Break, Spring Break, and others)
- Flexible summer schedule and wellness-centered accommodations
- Mileage reimbursement (\$0.70/mile) & \$25 monthly phone stipend
- Professional development budget
- Onsite childcare option (based on availability)
- Family-friendly, inclusive workplace culture with emphasis on sustainability and care
- Mother-Friendly Worksite & dedicated wellness lounge

Equal Employment Opportunity Policy

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