



**Title: Chief Development Officer**  
**Reports to: Chief Executive Officer**  
**Location: Austin, TX**  
**Type: Full Time**

**About Austin Sunshine Camps (ASC):**

The mission of ASC is to provide the magic of overnight camp without the barrier of cost. We envision a world where all children have a place to grow, connect and explore. Since 1928, ASC has provided free, fun-filled overnight summer camp programs for children by partnering with families who face barriers to accessing such programs.

ASC's Overnight Summer Camp is our flagship program and is accredited by the American Camp Association (ACA), which represents the industry's highest standard. Each summer, we provide four sessions of overnight summer camp to 500-600 children ages eight to 15. Our eight to 11 year olds attend our Zilker Camp in Zilker Park and our 12 to 15 year olds attend our Lake Travis Camp in Marble Falls. For 10 days and nine nights, they swim, canoe, hike, learn new skills, create crafts, make music, and much more.

During the school year, we engage with our campers' family, providing a variety of programming and events that allow them to feel a part of the larger ASC family as well. By deepening the relationship with our campers' families throughout the year, we significantly increase the likelihood that campers will return year-after-year, increasing the opportunity to create lasting impact on the child's life, education, and future career.

**About this position:**

The Chief Development Officer (CDO) is responsible for all development efforts, including major gifts, grants, corporate sponsorships, special events, and annual giving. The CDO also oversees ASC's communications, volunteering, and Zilker Lodge rental programs. The CDO works with donors, funders, vendors, companies and community members to ensure ASC reaches its budgetary and community engagement goals. The ideal candidate will be innovative and strategic in their approach, detail-oriented and passionate about building relationships. The CDO will lead the development team and work closely with ASC's CEO, board members, the Young Men's Business League, staff and volunteers.

**Who we're looking for:**

ASC seeks a CDO who believes in our:

- **Mission:** Austin Sunshine Camps provides the magic of overnight camp without the barrier of cost.
- **Vision:** We envision a world where all children have a place to grow, connect, and explore.
- **Core values:** Action, Authenticity, Compassion, Connection, Exploration, Fun, and Growth.



## **Key Responsibilities**

- Responsible for raising an increasing annual operating budget, currently at \$2M
- Hires, trains and leads a team of four fundraising professionals: Corporate Relations Manager, Development and Communications Coordinator, Grants Manager, and Event Sales Manager
- Creates and operationalizes ASC's development plan, including high-level project management and relationship-building, as well as the day-to-day donor relations, gift tracking, execution of solicitation campaigns, planning and execution of donor recognition and fundraising events, and communications strategy
- Creates the annual department budget
- Partners with the CEO, board members, and volunteers to identify, cultivate and solicit potential donors
- Works closely with the Young Men's Business League of Austin (YMBL) to assist with their league-wide goals to include fundraising, volunteering and special events
- Grows ASC's sustaining giving program through an annual fundraising lunch and day-to-day stewardship
- Leads volunteer committees including the Development Committee and Special Events Committee
- Utilizes Salesforce to track and manage all aspects of the development department
- Expands ASC's reach by researching current and new prospects, identifying and facilitating opportunities for them to be engaged with and impact the organization's mission
- Provides the organization with presentation materials and reports for events and meetings
- Supports donors in navigating alternate opportunities such as donor-advised funds and planned gifts
- Manages relationships with contractors and vendors
- Creates office systems to support all development projects and operations
- Designs and supports volunteer engagement efforts that can generate revenue
- Uses data-driven strategies to continuously analyze development efforts and makes ongoing improvements
- Supervises development record-keeping and coordinates development research activities
- Develops and stewards major donors
- Other duties deemed necessary by the CEO



## **Qualifications**

- At least four to six years of successful fundraising experience
- A minimum three years of experience in direct supervision of a high-performing development department
- Exceptional written, verbal, and interpersonal communication skills
- Strong leadership skills
- Extremely detail oriented
- Excellent project management skills
- Strong customer orientation with external and internal stakeholders
- Takes initiative, kindly assertive, and is a self-starter
- Has an established fundraising philosophy
- Bachelor's degree from accredited college or university
- Ability to gain proficiency in a variety of technology platforms
- Must pass a National Enhanced Criminal Background Check
- Must be able to attend events in the evenings, early mornings, and weekends
- Must be able to lift up to 35 pounds
- Valid Texas Driver's License and reliable transportation

## **Compensation and benefits:**

- **Salary:** The salary range is \$87,000 - \$100,000 based on qualifications and experience
- **Health, dental, and vision insurance:** ASC covers 50% of employees' health, vision, dental insurance in the first year of employment, to increase by 10% at every work anniversary
- **Short-term disability & Life Insurance:** ASC provides short-term disability and life insurance to full-time employees
- **Paid Time Off:** ASC has an unlimited PTO policy
- **Work Hours and Location:** ASC has flexible working hours and location when programs are not in session or the employee's in-person presence is not necessary. ASC's office is located in the heart of Zilker Park.
- **Retirement Plan:** ASC matches the employee contribution, up to 3%, in a Simple IRA+ plan
- **Family-friendly:** ASC is a family-friendly work environment. Employees' children have the option to attend all sessions of overnight camp

**How to apply** - Email a cover letter, resume, salary requirements, and three references to [erica@sunshinecamps.org](mailto:erica@sunshinecamps.org) with "Chief Development Officer" in the subject line