



Job Description: Development Manager, Con Mi MADRE

Reports To: Executive Director

Status: Full-Time, Exempt

Location: Austin, Texas (Hybrid)

Annual Salary Range: Base starting \$50k

How to Apply

Interested candidates may [click here to apply](#).

About Con Mi MADRE

Con Mi MADRE is a 501(c)(3) nonprofit organization based in Central Texas that empowers Latina students and their mothers through education and support services. With a focus on academic success, personal development, and family engagement, Con Mi MADRE (CMM) ensures that Latina youth are equipped to graduate high school, succeed in college, and become leaders in their communities.

Position Summary

The **Development Manager** leads community-centered fundraising efforts at Con Mi MADRE, focusing on building meaningful relationships that inspire generosity and sustain the mission. This role nurtures connections with individual donors, corporations, small businesses and community partners, strengthening a culture of philanthropy rooted in trust, shared values, and long-term engagement. The Manager leads key components of fund development efforts, including individual giving, donor stewardship, and fundraising campaigns and events, ensuring every interaction reflects CMM's commitment to uplifting and honoring the communities it serves.

Working closely with the Executive Director, this role strengthens fundraising strategy, maintains strong data practices, and supports systems that enable relationship-driven growth in service of CMM's mission. In partnership with program staff, the Manager also shapes donor-facing communications that authentically tell the stories of CMM students and families—highlighting their strengths and achievements to deepen connection and invite support.

Key Responsibilities

Fundraising (25%)

- Conduct donor and prospect research, including pipeline analysis and prospect screening.
- Identify and cultivate individual donors, corporate & business sponsors and community partners.
- Prepare donor profiles, meeting briefings, and research summaries to support relationship-building.
- Solicit sponsorships and in-kind donations for fundraising and programmatic events.
- Assist in developing and implementing annual fundraising strategies and campaigns.



- Develop sponsorship packages and annual corporate partnership opportunities.
- Manage employee giving campaigns, workplace giving opportunities, and corporate Employee Resource Group (ERG) partnerships.
- Coordinate board fundraising engagement by preparing donor prospect lists, talking points, and cultivation materials for board members.

Development Operations & Donor Stewardship (20%)

- Oversee day-to-day fundraising operations, including gift processing, acknowledgments, tax receipts, and donor recognition.
- Manage stewardship systems and workflows to ensure timely, personalized donor experiences.
- Manage donor recognition and recruitment of the Somos El Futuro Giving Society.
- Develop and refine fundraising procedures, documentation, and standard operating procedures.
- Identify opportunities to improve efficiency through automation and technology.
- Prepare fundraising reports, dashboards, and performance metrics for leadership and the Board.
- Collaborate with staff, vendors, and community partners to support fundraising initiatives.

Event Fundraising & Management (20%)

- Lead planning and execution of Con Mi MADRE's signature fundraising events, including the Mariposa Walk and Corazón Awards.
- Coordinate sponsorship fulfillment, donor engagement, registration systems, and guest management.
- Plan and execute smaller fundraising initiatives such as networking events, donor receptions, panels, and special events.
- Coordinate third-party fundraisers, give-back events, and point-of-sale campaigns with community partners.
- Manage post-event stewardship, reporting, evaluations, and recommendations for continuous improvement.

Database Management & Reporting (15%)

- Serve as the primary administrator for CMM's CRM, BetterUnite (donor and fundraising platform).
- Maintain accurate donor records, campaign tracking, segmentation, and reporting.
- Ensure data integrity through regular audits, deduplication, and quality assurance practices.
- Generate donor lists, reports, dashboards, and analytics to support fundraising strategy and decision-making.
- Monitor fundraising progress toward annual goals and provide actionable insights.



Communications & Donor Engagement (15%)

- Develop and execute fundraising communications, including email campaigns, newsletters, annual appeals, impact reports, and donor updates.
- Partner with program staff to share authentic stories highlighting the impact of Con Mi MADRE's work.
- Manage fundraising content for the website, social media, and digital giving campaigns.
- Ensure consistent messaging and brand standards across all donor communications.
- Support the development of sponsorship materials, proposals, presentations, and fundraising collateral.

Organizational Leadership & Administration (5%)

- Manage the organization's annual development calendar to ensure timely execution of fundraising campaigns, stewardship activities, and events.
- Assist with the annual development budget, fundraising revenue forecasting, and progress toward organizational fundraising goals.
- Represent CMM at community events, networking opportunities, and external meetings.
- Deliver presentations to corporations, civic organizations, and community groups.
- Build and maintain relationships with corporate partners, business leaders, and community stakeholders.
- Support cross-functional initiatives that strengthen organizational visibility, partnerships, and fundraising success.
- Perform other duties as assigned in support of Con Mi MADRE's mission.

Required Qualifications

- Residing in Austin, TX, or surrounding area
- 3–5+ years of experience in nonprofit development, fundraising operations, or communications
- Event planning experience
- Bachelor's degree or equivalent professional experience
- Strong relationship-building and communication skills
- Excellent organizational skills with high attention to detail and accuracy
- Experience with CRM systems and donor database management
- Proficiency in Excel, Google Sheets, and G Suite tools
- Ability to manage multiple priorities, meet deadlines, and work independently
- Strong analytical and problem-solving skills
- Professional judgment, discretion, and commitment to confidentiality



Preferred Qualifications

- Bilingual in English and Spanish
- Experience with donor stewardship and fundraising events
- Knowledge of fundraising best practices and donor lifecycle management
- Experience improving systems, workflows, and operational efficiency

Working Conditions

- Hybrid: work from home and at times office, some evening and weekends involved

Benefits

- Salary range \$50k – \$60k, commensurate with experience and education.
- Full-time Benefits: Medical (100% EE only coverage!), Dental, Vision, Life AD&D, Short-term Disability, 403b Retirement plan, 12 days' vacation + 5 wellness days + 8 paid holidays and winter break of 10 working days (late Dec – early Jan).