



JOB DESCRIPTION

Chief Development Officer

Reports To: CEO

Location: Across DFW with in-person work in McKinney and Dallas

Supervises: Development Manager, Marketing Manager, & Comm. Engagement Manager

Job Type: Full-Time, Exempt

ORGANIZATION OVERVIEW

Hugs Café, Inc. is a nonprofit organization dedicated to enhancing the lives of adults with special needs through training, employment, and meaningful engagement. Our programs—Hugs Café, Hugs Greenhouse, Hugs Training Academy, and Hugs Home Cooking—serve as platforms to empower individuals, foster community, and promote independence through hands-on learning and employment opportunities.

POSITION OVERVIEW

The Chief Development Officer (CDO) is the senior leadership position responsible for designing and executing a comprehensive development, marketing, and engagement strategy to support the growth and sustainability of Hugs Café, Inc. The CDO oversees fundraising, donor stewardship, community partnerships, brand communications, and events. This role leads the Development Team to ensure alignment across all external relations efforts and cultivates long-term philanthropic relationships that advance Hugs Café's mission and improve the organization's position for future growth and national impact.

KEY RESPONSIBILITIES

Strategic Leadership

- Balance strategic thinking and executive with stewarding donors and cultivating new opportunities

- Develop and implement a multi-year strategic development and marketing plan aligned with organizational goals.
- Partner with the Executive Director and Board of Directors to expand philanthropic revenue and stakeholder engagement.
- Supervise and coach direct reports to ensure consistency, innovation, and collaboration across development, marketing, and engagement efforts.

Fundraising & Donor Relations

- Lead major gifts strategy and personally cultivate and steward relationships with top donors and corporate partners.
- Oversee annual fundraising campaigns, events, and capital initiatives.
- Lead and develop compelling proposals to grow revenue and deepen donor engagement
- Support the Development Team in grant research, proposal writing, and reporting.
- Maintain systems for donor recognition, stewardship, and relationship management.

Marketing & Communications

- Guide the Marketing Team in developing integrated marketing and communications strategies to promote programs and impact.
- Collaborate in communication timeliness, processes, and event execution

Community Engagement

- Work with the Community Engagement Manager to strengthen relationships with volunteers, corporate groups, and civic organizations.
- Represent Hugs Café at community and networking events to increase awareness and build partnerships.

WORK EXPECTATIONS

- Minimum 40 hours per week; occasional nights/weekends for fundraising or community events.
- Consistent demonstration of leadership, integrity, and alignment with Hugs Café's mission.
- Represents Hugs Café, Inc. in a professional and enthusiastic manner at all times.
- Operate across the DFW region through events, site visits, and regular office hours.
- A self-starter with a growth mindset that appreciates working for a catalytic organization

QUALIFICATIONS & COMPETENCIES

Required:

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or related field.
- 5+ years of progressive fundraising or development leadership experience.
- Proven success in securing major gifts, grants, and other funding up to \$1M
- Proven ability to lead teams and manage multiple high-impact projects.
- Clear background check.

Preferred:

- Experience managing marketing and community engagement teams.
- Knowledge of North Texas philanthropic landscape and corporate partners.
- Experience working with or advocating for individuals with disabilities or vulnerable populations

Other Knowledge, Skills or Ability:

- Exceptional interpersonal and written communication skills.
- Strong strategic planning and analytical thinking.
- Ability to build and maintain long-term donor relationships.
- Maintain/manage multiple priorities with professionalism, urgency, and discretion

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must frequently lift and/or move up to 25 pounds. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

WHAT WE OFFER

Pay Schedule: Pay period is every two weeks.

Benefits: Health Insurance, Dental Insurance & Vision Insurance available.

Tools and Resources: Recurring staff and leadership meetings, close connection to Hugs Board of Directors, Active Founder, CRM, and office locations in Dallas and McKinney

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor