



Title: Director of Development, Full Time

Reports To: Executive Director

Revised: 9/8/2021

Reporting to and in partnership with the President, the Director of Development will spearhead development efforts as Bridges Outreach, Inc. continues to grow. A relatively new position for the organization, the Director of Development will have the opportunity to work with a growing team and build the Development engine of this business.

Responsibilities

- Develop and execute Bridges' annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the utilization of Raiser's Edge and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Creating and executing a strategy for sustaining, monthly donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Engage with the greater Summit community as we build our base of support – and expand beyond that historical base
- Represent Bridges at speaking engagements throughout the areas we serve
- Lead the expansion of volunteer relationship cultivation

Qualifications

BA (required), MA (a plus)

Five-plus years' experience in Development and/or sales, PR, Advertising, Project Management, Relationship Management, Business Development

Demonstrated excellence in organizational, managerial, and communication skills

Experience with Raiser's Edge