

DIRECTOR OF DEVELOPMENT

Reports to: CEO

Category: Exempt

Status: Full-time

Position Purpose

BridgeWays, Inc. seeks to create a new comprehensive development position, charting a course to sustainable growth in funding. BridgeWays has determined a full-time position dedicated to donor cultivation and attentive stewardship is critical to accomplishing this goal.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Director of Development (DOD) will spearhead the revision and maintenance of systems and processes required to increase all manner of donations and fundraising necessary to grow the programs, services, and operations of BridgeWays. The DOD will work as a member of the Leadership Team to ensure seamless integration of development activities with other aspects of BridgeWays' locations, programs, services, and operations.

Personal Characteristics

A successful DOD will be self-motivated and highly organized. A viable candidate will enjoy meeting and getting to know people, their interests and their philanthropic goals. The position requires a professional appearance, excellent communication skills (written and verbal) and the discretion & maturity to maintain the confidentiality of donors. The DOD works flexible hours to accommodate donors and has the capacity to quickly and efficiently transition between short term and long-term tasks, goals and objectives, as well as the ability to simultaneously maintain a broad *and* detailed perspective on projects.

MAJOR DUTIES AND RESPONSIBILITIES

- Actively identify and communicate the shared value of BridgeWays' programs and services with potential donors.
- In consultation with the CEO and CFO, create an annual development budget and plan to annually increase grant, donor, fundraising, and event revenue.
- Identify and research new donor prospects (individuals, corporations, foundations, etc.) on an ongoing basis.
- Develop and maintain the plan, schedules, practices, and collateral needed to accomplish *attentive* stewardship and expressions of gratitude.



- Assist the CEO in creation of donor & capital campaign presentations & materials for distribution.
- Maintain a schedule of communications with donors and stakeholders.
- Manage and maintain BridgeWays giving and donor management software and platforms.

Additional requirements include:

- A valid Alabama Driver's License;
- A college or university degree in a related field of study;
- Successful track record and experience in raising money and engaging donors;
- Extensive knowledge and competence using multiple computer software programs, e.g., Outlook, Word, Adobe, Excel, PowerPoint, Publisher, Canva;
- Experience on multiple social media platforms;
- Physical stamina and capacity to maintain a flexible and adaptable work schedule indoors or outdoors in all kinds of weather;
- A heart for service, and a passion for the healthy development of young people.

NOTE: The duties and responsibilities described above are not a comprehensive list and additional tasks may be assigned to the DOD from time to time. Furthermore the scope of the job may change as determined by organizational needs.