



Development Manager

Bridges to Independence is searching for a full-time Development Manager to help guide the operations of the organization's development functions, including securing and retaining external funding support from foundations, corporations, and individuals; seeking and securing public and private grant funding for existing programs and new initiatives; building, growing, and maintaining a robust individual giving program; ensuring the proper management and administration of existing grants and support agreements; and ensuring timely and proper cultivation, acknowledgement, and stewardship of individual and institutional supporters.

Essential Job Functions:

The Development Manager serves an integral member of the development team, reporting to the Chief Development Officer and working in conjunction with the Community Outreach Coordinator. The Manager is responsible for supporting the development, implementation, and maintenance of operational systems and procedures for the department. This is an ideal position for a process driven candidate with strong project management skills and a high attention to detail.

- **Proposal Writing**
 - Prepare letters of inquiry and proposals to foundations, corporations, faith partners, and community/civic groups (under \$10K).
 - Research and identify new grant opportunities.
 - Work with program team to ensure program outcomes are being tracked in a timely manner; prepare reports to grantmakers.
 - Complete applications/reports and serve as primary liaison for community partners, including the United Way and Catalogue for Philanthropy.

- **Individual Giving**
 - Work with Chief Development Officer to develop and execute strategies for the cultivation and solicitation of current and potential donors.
 - Coordinate fundraising efforts, including annual fund, email/online fundraising, direct mail, donor-focused communication, etc.
 - Oversee all donor development, solicitation, and acknowledgement activities.
 - Design and implement annual online fundraising campaigns, including soliciting matching gifts, securing and advising peer-to-peer fundraisers, and managing publicity.
 - Work with Communications and Outreach Coordinator to promote fundraising activities and facilitate communication with donors, including promoting special events, keeping website current, and coordinating messaging.
 - Oversee annual in-kind donation campaigns, including *Holiday Helpers* and *Look Cool For School*; develop messaging, solicit and secure donor support, work with program staff to distribute items.

- **Special Events**
 - Collaboratively plan and implement annual fundraising events to expand outreach and further Bridges' mission.
 - Successfully solicit and secure event sponsorships; manage sponsor benefits.
 - Provide high-level engagement to event attendees, sponsors, and donors.
 - Maintain organization systems for event production including timeline, logistics, vendor relationships, donor follow-up and acknowledgement.
 - Manage event expense budgets to achieve revenue goals.
 - With Communications and Outreach Coordinator, create invitations, publicity and other design deliverables and ensure timely, accurate, high quality production of event materials (print and web).
 - Ensure website content for fundraising events is up-to-date and accurate.

- **Organizational Support**
 - Oversee development-related data management activities including the creation of reports from the CRM database.
 - Communicate regularly with finance team to reconcile fundraising income information.
 - Ensure accurate development systems and records; including data entry, queries, and assessing donor trends and analytics.

- **Other Duties**
 - Collaborate with Communications and Outreach Coordinator to produce marketing materials to support fundraising efforts, including monthly e-newsletter, social media posts, mailings, etc.
 - Cultivate relationships with new and existing community/faith groups and companies to develop partnerships and solicit support.
 - Assist with development and disbursement of annual report.
 - Serve as a spokesperson for the organization and attend community events.
 - Oversee in-kind donation procedures and acknowledgements.
 - Manage interns and volunteers as required.
 - Maintain flexibility and willingness to take on other duties as necessary.

Qualifications:

- Bachelor's degree and 3+ years proven development experience in the nonprofit sector, preferably with significant foundation and individual giving work or equivalent experience.
- CRM database experience highly preferred
- Excellent written and verbal communications skills and ability to articulate clear, persuasive, and concise thoughts
- General understanding of fundraising landscape and fluency with effective donor communications practices/fundraising messaging
- Flexible and adaptive to effectively manage changing priorities
- Highly self-motivated with the ability to manage multiple projects and work according to specific deadlines
- Must be able to work occasional nights and weekends as needed to support events

What really sets you apart....

- Passion for Bridges to Independence's mission and programs.
- Ability to influence and engage a wide range of donors and build long-term relationships
- Excellent team player open to working in a fluid, fast paced environment with little oversight
- Process "guru" with enthusiasm for database management system
- Willingness to analyze and suggest solutions to improve organization's fundraising and communications

Salary: low 50s; Bridges to Independence offers a comprehensive benefits package.

This is a full-time, exempt position located in Arlington, VA.

To Apply:

Qualified candidates should send a resume, cover letter, and 300-word writing sample with the subject "Development Manager" to Jeanette Tervonen, Chief Development Officer, at jtervonen@bridges2.org. No phone calls please.

Applications will be accepted and reviewed on a rolling basis. Position is open immediately until filled.

To learn more about Bridges to Independence, please visit our website www.bridges2.org.