

District Bridges Development Manager Job Description

Organization

District Bridges is a 501(c)(3) nonprofit organization with a mission to enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

Description

Primary Roles: Revenue Generation, Relationship Development, Grant Writing

Exempt, full-time

District Bridges seeks a full-time Development Manager (DM) to sustain and grow organizational fundraising efforts. The DM reports directly to the Executive Director (ED) and is part of the Strategic Initiatives Team, working closely with the Deputy Director (DD) and Director of Storytelling and Marketing (DSM). The DM is responsible for oversight, proactive planning, and successful execution of a comprehensive fundraising program, positioning District Bridges for future success, growth, and sustainability. As a part of the Strategic Initiatives team, the DM holds shared internal leadership responsibilities including stewarding organizational culture, developing talent, planning/budgeting, strengthening the connections between programming, communications, and revenue, and fostering alignment and relationships across the team and organization.

Responsibilities

Management

- Manage a partnership with the ED, Strategic Initiatives Team, Board of Directors and other team members to design and fulfill the annual development plan;
- Design strategies and tactics for growth and success across all areas of fundraising;
- Monitor fundraising results and consistently report progress to the ED and the Board of Directors;
- With the ED and DD develop budgets, monitor and forecast revenue and expenses, and drive financial results;
- Lead quantitative and qualitative evaluation of fundraising outcomes using Salesforce, resulting in informed, data-driven, and investor-centric strategies;
- Work closely and collaboratively with the ED and the Board Development Committee to build and empower the Board's capacity, capability, consistency, and confidence in fundraising; and
- Generate new ideas that increase revenue and investor longevity.

Development

- Provide strategic fundraising leadership, creating and executing fundraising strategies to raise \$250,000-\$500,000 annually from a wide variety of donors, to include members, major gifts, and corporations;
- Connect organizational mission and results to investor's philanthropic goals and ambitions;
- With the DSM, design and drive strategies for annual giving program, including online giving;
- Develop a comprehensive institutional and major donor giving strategy to engage donors in supporting District Bridges initiatives;
- In collaboration with the Strategic Initiatives Team, secure support for District Bridges initiatives through creative, innovative events and giving opportunities;
- In collaboration with the ED, develop and implement annual grant strategy and goals that build and sustain relationships with private and corporate foundations including the development and tracking of grant proposals, outcomes, and reporting requirements for all grants.

Data Collection, Evaluation, and Reporting

- Ensure meaningful and measurable goals are set for all District Bridges' fundraising programs and initiatives;
- Gathered, store, analyze fundraising data in the Salesforce platform and report on the impacts, achievements, and pipeline to the Strategic Initiatives team; and
- Maintain donor lists in Salesforce.

Development Communications

- In conjunction with the ED, develop a comprehensive development-focused communications strategy, integrating into District Bridges larger plan for a growing awareness of our impact and role in the community
- Manage donor communications for high-level, strategic fundraising opportunities; and
- Communicate fundraising goals throughout the organization and empower team members to participate in accomplishing District Bridges annual goals.

Organization

- Participate in annual goal setting and workplanning using EOS (Entrepreneurial Operating System), ensuring that all development activities map to the overarching organizational goals and adhere to the District Bridges Strategy Screen;
- Participate in a vertical and horizontal Annual Review Process; and
- Support other team members with projects, events, etc.

Skills, Knowledge, and Experience

- High School Diploma or GED required
- 4+ years experience in development, fundraising, major gifts, membership, grant writing, institutional giving, marketing, or account management required
- Technically proficient, with experience in project management software, Google Apps, and Salesforce (or other CRM/Fundraising software) required

- Strong customer service skills with the ability to communicate easily, respectfully, and professionally with stakeholders of all ages, ethnicities, and socio-economic backgrounds is required
- Attention to detail with the ability to quickly maneuver between macro strategic thinking and micro program management is required
- A collaborative and cooperative mindset is required

Physical Requirements

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.

Compensation

Salary ranges are available on the District Bridges website. In addition, District Bridges offers a competitive benefits package including:

- 100% medical insurance coverage at the Silver Level and access to dental insurance at a group rate
- Unlimited PTO
- Paid Federal and Local Holidays (16)
- Access to an organization sponsored 401K plan
- Access to commuter benefits
- Professional development opportunities
- Paid Family leave