



MISSION

To foster the education, acculturation, and resilience of newly-arrived and first generation American children and their families.

Development Director Job Description

Job Location: Charlotte, NC

Job Type: Full-time, non-traditional hours

Reports to: Executive Director

Position

ourBRIDGE is a 501(c)(3) organization that offers afterschool and summer programs to newly arrived and 1st generation American children in grades K-8. We focus on their English acquisition, socio-emotional well-being, and cultural awareness and appreciation. We are looking for our first Development Director to join our diverse equitable, inclusive team to further develop our fundraising strategies and build long-term community engagement to sustain our growth. We are looking for a positive, innovative, energetic candidate who is driven by social justice and can help move our organization forward, upholding our values of Love, Education, Respect and Diversity.

The Development Director will lead the management, coordination, and execution of ourBRIDGE's fundraising efforts to meet the year's budgetary targets to ensure long term financial sustainability. This role will be the lead on revenue strategy and implementation, stewardship of current institutional partnerships and individual donors, as well as identify and secure new funding to support ourBRIDGE's growth and expansion. The Development Director works with the Development Team (Executive Director, Grant Writer, Financial Director and Development Assistant) to achieve fundraising goals.

This position is ideal for an entrepreneurial leader with proven community-centric fundraising experience who is looking to take the next step to grow their skills and impact.

Job Responsibilities

Strategy & Data-Driven Engagement

- Ability to develop a team to support all fundraising efforts at all levels.
- Social media savvy
- Develop a strategic plan to identify a pipeline of prospective new institutional and individual donors and partnerships, with a goal of continuing to increase giving on an ongoing basis.
- Lead the annual revenue planning process in collaboration with the Development Team for the major fundraising areas of: general operations, capital, programs, and expansion.
- Manage eTapestry to integrate data and research into the donor cultivation process, building strategies to increase donor support and enhance donor experience and involvement
- Regularly generate and analyze fundraising data for discussion with the Executive Director to inform strategy adjustments.

- Develop a deep understanding of ourBRIDGE values, approaches, programmatic offerings and innovations, and use these learnings to drive and inform development strategy.

Pipeline Development & Donor Cultivation

- Identify new opportunities for grant funding, lead grant proposal and report strategy, and steward existing foundation relationships, with the support of the Development Team.
- Build, cultivate, and steward a prospect portfolio with the goal of generating major gifts to the organization.
- Work with the Executive Director to engage the Board of Directors External Committee, including recruitment and selection of new members, communication, and oversee preparation for meetings with the Development Team

Existing Funder Management

- Lead stewardship of institutional funder relationships, overseeing a portfolio of funders and leveraging Executive Director where appropriate.
- Develop initiatives to identify and retain approximately \$2.4M in institutional funding through consistent and thoughtful stewardship.
- Oversee and support the writing, submission, and management of grant proposals and reports.
- Ground our fundraising in race and economic equity work to strive towards a community-centric fundraising model; ensure that the communities we serve are centered in our fundraising efforts including their voices and narratives being lifted up.

Events & Donor Recognition

- Lead the planning and execution of at least one fundraising event, including managing and growing a host committee, soliciting sponsorships, and managing donor relationships.
- Plan small donor cultivation events in partnership with the Executive Director

Qualifications

Minimum of 4 years of non-profit fundraising experience, with a proven track record of successfully closing institutional and/or individual gifts

Strong written and oral communication skills

Ability to meet deadlines, plan ahead, and balance multiple high-profile partner priorities simultaneously

Knowledge of region's fundraising landscape, with the ability to network and collaborate with a wide array of stakeholders

Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy to action

Detail oriented, results oriented and strong attention to follow-through

A team player with a proven ability to motivate, engage and work collaboratively at all levels with prospect donors, volunteers, staff, colleagues, and community members

Ability to coach and mentor peers and executives on effective community-centric fundraising practices



Flexibility to meet sudden and unpredictable partnership needs and willingness to work outside standard established business hours
Familiarity with eTapestry a plus
Passion for the ourBRIDGE mission and values
Positive, upbeat attitude that supports ourBRIDGE staff and its organizational partners

Compensation & Benefits

ourBRIDGE offers a competitive salary commensurate with experience. The salary range for this position is \$60,000 - \$75,000 along with a health reimbursement plan, 12 paid holidays, and twenty PTO days per year.

To Apply

A cover letter and resume, and two references should be submitted to Apply@joinourbridge.org. Please make the subject of your email "Your Name – Development Director". For more information on our organization, please visit joinourBRIDGE.org