



## **Digi-Bridge Development Director**

Digi-Bridge sparks interest and passion in science, technology, engineering, arts, and math (STEAM) learning, ensuring students have the opportunities and skills to succeed in a rapidly-changing world by fostering curiosity, creativity, exploration, persistence, and resilience. Since 2015, Digi-Bridge has been providing K-8 scholars throughout Mecklenburg County with STEAM learning experience serving more than 15,000 students and thirty partner schools.

### **Position Summary:**

Digi-Bridge's Development Director will lead the management, coordination, and execution of Digi-Bridge's fundraising efforts to meet the fiscal year's budgetary targets to ensure long-term financial sustainability. This role will be the lead on revenue strategy and implementation, institutional and individual donor stewardship, as well as identifying and securing new funding to support Digi-Bridge's five-year growth plan. The Development Director will work with the CEO, Program Director, Grant Writer, and Controller to achieve fundraising goals.

This position will require in-person work at various locations and is balanced with a flexible work environment. This position reports to the CEO.

### **Responsibilities include but are not limited to:**

- **Fundraising Strategy:**
  - Develop and oversee fundraising strategy to meet annual budget and strategic growth needs (Fiscal Year 2023 budget is \$1.2 million)
  - Develop and lead a culture of philanthropy within Digi-Bridge organizational staff
  - Develop a framework to utilize Digi-Bridge's board of directors as fundraising assets
  - Remain attuned to new/existing potential donor companies and develop outreach strategy for support through philanthropy and earned revenue initiatives [is this a pipeline responsibility]
- **Pipeline Development and Donor Cultivation:**
  - Identify new opportunities for grant funding, lead grant strategy and report strategy
  - Create institutionally strong relationships among corporations, foundations and Digi-Bridge that are not dependent on single points of contact.
  - Significantly grow individual donor base through crowdfunding campaigns and individual donor strategies
  - Create relationships with volunteers to feel called to become donors
  - Remain attuned to new/existing potential donor companies and develop outreach strategy for support through philanthropy and earned revenue initiatives
- **Existing Funder Management:**
  - Lead stewardship of institutional funder relationships, overseeing a portfolio of corporate/foundation funders and individual donors, leveraging the CEO where appropriate
  - Regularly meet and report on program activity related to grants with funders
- **Events and Donor Recognition:**
  - Lead the planning and execution of fundraising events such as Bots and Brews, including managing an event committee, soliciting event sponsorships, and managing donor relations



- **Development Operations and Communication**
  - Manage our donor management CRM system, Kindful
  - Develop and communicate with staff and board members on development activities and progress
  - Manage contract grant writer
- **Senior Leadership Team**
  - Contribute to organization-wide planning (strategic, annual, quarterly) and regular strategic conversations and solutions across on cross-functional issues
  - Drive collaboration across all areas of business (programs, operations, partnerships, and development)
  - Function as a thought leader

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities of this job. Other duties may be assigned. This job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary.

#### **Skills/Behaviors We're Looking For:**

- **A builder:** Digi-Bridge is a start-up nonprofit with a huge runway and we need someone who is motivated, excited, and able to test and learn and iterate without boundaries and/or an established playbook.
- **Deeply relational:** The success of this position is driven by the relationships created and stewardship of those relationships. You need to be someone who gets energy connecting and communicating with a diverse group of stakeholders and able to sell them on our vision for the future.
- **A strategic thinker:** You come to work with one eye on your daily tasks and the other eye looking in the future. You can think strategically, set a clear and compelling vision and align your teams to make it happen.
- **In relentless pursuit of the mission:** You show up every day excited and energized about Digi-Bridge's mission and vision for the future. You are able to share that passion and inspire others to join our movement.
- **Data fuels you:** You take a data-driven approach to problem solving, analysis and excel at driving results to hit program plans and targets.

#### **Experience/Qualifications Necessary:**

- At least three years in development, advancement or fundraising roles, with a proven track record of successfully closing institutional and/or individual gifts
- Strong written and oral communications skills
- Ability to work independently as well as in a team environment
- Ability to work in a fast-paced environment and balance many high-profile partner priorities
- Strong strategic thinking skills
- Detail and results oriented with a strong attention to follow-through

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The employee must be able to lift and/or move up to 50 lbs. Employee must be able to stand for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear.

**Compensation and Benefits**

The salary range for this position is \$60,000-\$65,000. This is a full-time exempt position. Digi-Bridge offers a supplementary stipend of \$500/month for benefits in addition to paid, vacation, holidays, and sick leave. We offer a 401k program with an up to 4% match.

Digi-Bridge will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity.

To apply, please send your resume to Alyssa Sharpe, CEO, [alyssa@digi-bridge.org](mailto:alyssa@digi-bridge.org). Applications will be accepted through July 18, 2022.