

Director of Development Job Description

About Hero's Bridge

Hero's Bridge is a 501(c)(3) nonprofit organization with the mission to serve, stand by, and honor our aging veterans wherever they call home at no expense to them or their families. Through specially curated programs tailored to the needs of elderly veterans, Hero's Bridge provides critical support, advocacy, resources, and community connection.

Schedule

40 Hours Per Week

Hybrid

Reports To

Chief Executive Officer

Direct Reports

Communications & Events Coordinator

Foundations & Grants Coordinator

Position Summary

The Director of Development serves as the strategic leader of all revenue-generating activities for Hero's Bridge. This position is responsible for building and advancing a comprehensive development program including annual giving, major gifts, grants, corporate partnerships, events, and capital campaign strategy.

Working in close partnership with the CEO and COO, this role drives revenue growth, strengthens donor relationships, and positions the organization for long-term sustainability.

Key Responsibilities

Revenue Strategy & Planning

- Develop and execute a multi-year fundraising strategy aligned with organizational goals.
- Establish annual revenue targets across all funding streams.
- Create revenue forecasting models and fundraising dashboards.
- Diversify funding sources to strengthen long-term sustainability.

Major Gifts & Individual Giving

- Manage a portfolio of major donors and high-capacity prospects.
- Develop cultivation, solicitation, and stewardship plans.
- Partner with the CEO on major gift strategy and donor engagement.
- Increase donor retention and average gift size.

Annual Fund & Campaigns

- Oversee all annual fund campaigns (mail, digital, peer-to-peer, events).
- Lead preparation and coordination of capital campaign efforts.
- Ensure campaign strategy aligns with annual fundraising priorities.

Institutional Funding Oversight

- Supervise foundation and government funding strategy.
- Ensure high-quality grant submissions and reporting compliance.
- Integrate institutional funding into a broader development strategy.

Corporate & Community Partnerships

- Develop corporate sponsorship strategy.
- Strengthen business partnerships and community relationships.
- Oversee revenue performance of signature events.

Board & Executive Partnership

- Prepare fundraising reports for board meetings.
- Support board engagement in fundraising efforts.
- Serve as strategic advisor to CEO on revenue growth.

Requirements

- 5–8+ years progressive fundraising experience.
- Demonstrated major gift experience.
- Experience in small to mid-sized nonprofit growth environments.
- Strong strategic planning and leadership skills.
- Experience supervising development staff preferred.
- Ability to work with people from various backgrounds, ages, temperaments and varying levels of interpersonal difficulties
- Experience working with veterans, older adults or mission-driven organizations is a plus
- Must be able to pass a background check
- Valid Virginia driver's license and reliable transportation
- Excellent written and oral communications skills

Professional Development

- Identify, secure, and participate in a minimum of two professional development activities each calendar year, subject to supervisor approval.
- Employees are responsible for identifying development opportunities that align with their role, career goals, and the mission of Hero's Bridge.
- At least one professional development activity must be completed during the first six months of the year, and at least one additional activity must be completed during the second six months of the year.
- Professional development activities may include conferences, workshops, webinars, certifications, training programs, leadership courses, or relevant educational opportunities.
- Employees may be asked to share key takeaways and recommendations from completed training with colleagues.

Community Collaboration and Leadership

- Maintain active involvement in at least one community coalition, collaborative group, professional association, task force, committee, networking group, or community initiative that supports the mission and strategic goals of Hero's Bridge.
- Represent Hero's Bridge professionally in community meetings and collaborative efforts as assigned or approved by their supervisor.
- Develop and maintain relationships with community partners, stakeholders, and organizations that advance awareness and support of the organization's mission.

Organizational Engagement

- Attendance at a minimum of two Hero's Bridge Veteran Socials and two Veteran excursions per year is required as part of this position.
- Attendance to the Vietnam Veterans Day 5K and the Warrenton Christmas Parade are mandatory and occur outside of regular business hours, however employees may adjust their work schedule during the same workweek or receive equivalent compensatory time off, subject to supervisory approval and organizational needs.
- Support team-building initiatives and contribute to a positive organizational culture.

Physical Requirements

- This position requires a full range of body motion, including physical set-up for outreach events. While performing the duties of this job, the employee is occasionally required to walk and stand for long periods of time; talk or hear, both in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and lift to 50 pounds. There may be occasional activities in homes of veterans in less than ideal living conditions

Travel

- This is a position that requires local travel within the Piedmont Region of Virginia. This position may also require infrequent travel and or meetings outside of these areas.

Employee Signature

Supervisor Signature

Date

Date

Updated 7-21-2026