



Position Description

POSITION TITLE/CODE: Director of Development
POSITION LEVEL: Senior Leadership Team
DEPARTMENT: Philanthropy
REPORT TO: Chief Operating Officer
FLSA STATUS: Exempt
DATE APPROVED: August 12, 2026

POSITION FUNCTIONS:

The Director of Development develops and executes the Bridges Development initiatives. More specifically, the Director of Development ensures understanding of Bridges to Independence's mission, vision, programs, and strategic priorities. The Director of Development will lead the development team to increase revenue collectively, build and strengthen donor relationships, and make Bridges' ambitious and essential goals possible through fundraising efforts. The Director of Development works cooperatively with the Chief Executive Officer, Chief Operating Officer, and Board of Directors, emanating a reassuring philanthropic voice into the community.

PRINCIPLE ACTIVITIES:

1. Fundraising

- Develop and execute fundraising strategies for individuals, faith-based groups, and foundations, including current donors and prospects.
- Develop and implement cultivation and solicitation strategies for prospective corporate donors.
- Support Chief Executive Officer & Chief Operating Officer with Board Fundraising Committee, tracking of Board Giving, or solicitations
- Support Chief Executive Officer & Chief Operating Officer and Board Members with relationships, to include providing materials and scheduling meetings
- Support the Chief Executive Officer & Chief Operating Officer with special task forces, like Communications, that may focus on fundraising, communications, or community awareness.
- Develop new fundraising strategies, including legacy planned giving initiatives and recurring giving
- Represent the organization at various community events and present on the mission/needs
- Meet with current donors and prospects regularly.
- Manage implementation of significant events and community events.
- Manage grants and reports by the Development Associate and continue to seek new grant opportunities.
- Develop cultivation, stewardship, and solicitation donor plans
- Solicit gifts – corporate, individual, and event sponsorships.
- Develop and implement integrated, comprehensive, and collaborative fundraising plans with the Chief Executive Officer & Chief Operating Officer and Board of Directors that maximize fundraising results.

2. Communications

- Manage the external communication strategies for the organization and support the Development Associate in execution.
- Manage social media content, online fundraising campaigns, website content, annual reports, and newsletters implemented and executed by the Development Associate
- Work with the Programs team to extract stories and data, turning information into reports for external stakeholders.
- Oversee timely donation tax letters and support thank you process, which is handled by the Development Associate
- Execute end-of-year mail campaign.
- Update charity watchdog profiles in collaboration with the Development Associate

3. Program Needs & Volunteers

- Collaborate with the Director of Office Administration in regard to volunteer and in-kind donation coordination and management, policies and orientations and raise liability concerns to the Chief Operating Officer.
- Works closely with the Director of Finance or Finance Department to ensure the donations (cash, grants and in-kind) process is efficient and accurately documented for accounting purposes.
- Support all programs by making solicitations for volunteer or wish list needs
- Design and execute unique campaigns to fulfill programmatic gaps as directed by the Chief Operating Officer

4. Philanthropy Operations Management

- Manage one development support staff.
- Manage day-to-day operations of Development.
- Regularly review donor trending data to ensure the most effective strategies.
- Oversee the donor management system, ensure donor contact information is updated for mailing lists, and ensure accurate and timely gift entry.
- Work with administrative staff to ensure all current state and local fundraising registrations.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university. Three to five years of experience leading fundraising initiatives. One to two years of supervisory experience. Certified Fund Raising Executive (CFRE) preferred. Proficiency in using CRMs to monitor donor activity. Possesses critical thinking, leadership, and interpersonal skills, with accountability for achieving results. Excellent organizational, oral, and written communication skills, and the ability to effectively convey the needs of Bridges to Independence to diverse audiences.

REQUIRED SKILLS /ABILITIES

- Always maintain a professional atmosphere.
- Communicate regularly with supervisors, colleagues, and stakeholders, relaying necessary/essential information.
- Attend training and professional development opportunities regularly.
- Support team building, teamwork opportunities, and events.
- Perform other general duties to support the organization's mission, as requested.
- Collaborate across Bridges' Programming, to include, but not limited to: Homeless and Housing Services, the Bonder & Amanda Johnson Community Services Center, Employment & Workforce Development, and Youth Development.
- Excellent computer skills required, including knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, and Canva. Experience with development applications and software (e.g., Donor Perfect, Stripe, Grants Hub, Give Butter)

PHYSICAL REQUIREMENTS:

- Stand or Sit: As needed
- Walk: As needed
- Use Hands/Fingers: 100%
- Climb (stairs/ladders) or Balance Ascend/descend: As needed
- Stoop, Kneel, Crouch, or Crawl: 100%
- Talk/Hear Communicate: 100%
- See: 100%
- Carry Weight, Lift/Move: As Needed

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