



## **Family Bridges Development Director**

### **Overview of Position**

Family Bridges strengthens bridges between people: couples, children, young adults, parents, and families with their community. We are seeking a dynamic individual to join our team as a full-time Development Director for our nonprofit organization. The ideal candidate embraces our vision and mission, possessing the ability to demonstrate social assertiveness. This individual is known for radiating charm and actively cultivating rapport from his/her initial interactions with others.

In addition to his/her social acumen, the successful candidate must have strong communication and organizational skills with disciplined follow-through. His/her straightforward approach extends to his/her work, excelling in articulating ideas, building collaborative relationships, and ensuring effective communication with stakeholders. With a keen eye for detail and exceptional organizational abilities, the Development Director will lead and coordinate various development initiatives.

The Development Director plays a pivotal role in building and maintaining crucial relationships for our organization, ensuring its growth and sustained impact. If you are passionate about our Family Bridges organization and excel in creating positive connections we invite you to apply for this exciting opportunity.

Salary range is \$70,000-\$82,000 based on experience. This full-time position offers benefits including paid vacation and sick time, health insurance and a self-funded 401K, following a probationary period.

### **Job Description and Responsibilities**

- Expand pipeline of individual major gift prospects by increasing the number of individuals and growing and sustaining unrestricted support to meet program needs.
- Work through processes to retain, steward and upgrade existing donors.
- Expand foundation pipeline/donors by engaging regional funders.

- Grow program-focused portfolio of major corporate funders.
- Coordinate the engagement process with business and donor prospects and ensure all contacts pursued are entered in our CRM for follow through.
- Monitor engagement funnel including Family Bridges events. Provide support for Family Bridges events for donor engagement and stewardship.
- Oversee cultivation, solicitation and stewardship of event sponsors and participants. Help ensure they feel valued and are properly thanked and recognized.
- Establish and maintain relationships with local stakeholders and other internal/external resources as necessary. Assist with fundraising duties as needed.
- Develop and implement promotional initiatives; draft and work with marketing to create material. Provide support for special events and community outreach projects.

### **Job Requirements OR Required Skills, Abilities and Experience**

- Bachelor's Degree in Sales, Marketing, Hospitality, Communications or related concentration preferred, or equivalent experience.
- Major gifts experience preferred.
- Minimum of 2-4 years of related development, marketing and events experience preferred.
- Bi-lingual in Spanish is preferred.
- Highly organized with time management skills.
- Ability to manage a high case volume.
- Weekly/Monthly participation in networking events; includes weekend and evening events.
- Extreme attention to detail and careful follow-through.
- Skilled communicator, with superior interpersonal, verbal, and written skills.
- Strong computer and web skills, Proficient with Microsoft Office Suite and Hubspot or related CRM software.
- Strong analytical and problem solving skills, an ability to exhibit efficiency, initiative, resourcefulness, flexibility, and adaptability to change.
- Ability to plan, execute and deliver on varying simultaneous tasks in a timely manner while working independently.
- The ideal candidate will have experience managing events, fundraising, and in community building/networking.
- Flexibility with travel and schedule. Some evenings and weekends are required.

**Other**

- Utilize healthy conflict-resolution skills with co-workers, supervisors internally, and externally with outside vendors, partners, and contractors.
- Committed to building a positive culture in the organization that encourages others in their path.
- Communicate concerns in a timely and effective fashion.
- Acknowledge the Family Bridges Statement of Faith.

**Physical Requirements:**

- Hybrid work (On-site for staff meetings and as needed)
- Travel to local networking meetings, weekly visits to prospects, donors and participation in networking events.
- Must be able to lift up to 15 pounds at a time.
- Prolonged periods of sitting at a desk and working on a computer.

**To Apply:**

Please send your letter of interest and resume to Christine Zielinski:  
christine@familybridgesusa.org