



## **BRIDGES**

**POSITION TITLE:** Development Coordinator  
**REPORTS TO:** Vice President of Development  
**DIRECT REPORTS:** 0  
**EFFECTIVE DATE:** 11/01/2022

**ANNUAL COMPENSATION:** \$47,000 - \$49,000  
**FLSA:** Non-exempt, Full-time - Regular  
**CREATION DATE:** 10/17/2022  
**REVISION DATE:** N/A

### **POSITION SUMMARY:**

Under the direction of the Vice President of Development, the Development Coordinator creates, documents, and implements a comprehensive donor relations plan to attract new donors, steward current donors, and support and celebrate all donors that support the mission of BRIDGES. The Development Coordinator works with the development and communications teams to organize and implement plans and strategies related to annual fundraising and special campaigns, and executes clerical back-office support projects, including gift entry, data management, mass mailings, etc.

### **ESSENTIAL FUNCTIONS:**

1. Assist with managing information to ensure the accuracy and consistency of donor records; monitor, coordinate, and delegate goals and tasks in Salesforce/Taskray for development and communications projects; assist with database management; maintain digital library and physical donor communications material
2. Provide assistance and interactions with donors (phone, in-person, and online); track donor relations and stewardship activities in Salesforce/Taskray to help enhance relationships and increase donor retention; record and acknowledge donor commitments and contributions to BRIDGES in a timely manner consistent with established procedure
3. Prepare and coordinate a variety of donor communications projects such as appeals, thank a thons, etc.; support the creation of multi-channel content and materials (mail merges, email, text, etc.)
4. Coordinate major gift and prospective donor management and outreach processes; assist in conducting research on individual and institutional prospects
5. Create opportunities to engage and cultivate current donors to support the goals of the development team; report to donors on the use of their gifts, identify opportunities to show donors the impact of their giving, and help celebrate their gifts; contribute to the planning and execution of fundraising and cultivation events;
6. Assist with grants management to ensure timely reporting to funder organizations in accordance with funder directed reporting guidelines.

### **MINIMUM QUALIFICATIONS:**

1. Five years of donor relations or development experience
2. Three years of experience working with fundraising and database management software
3. Three years of project management experience
4. Proficiency working in MS Office Suite and Google Workspace to create presentations, spreadsheets, and a variety of graphic documents and materials
5. Two years of advanced grant- and donor-related research experience

### **PREFERRED QUALIFICATIONS:**

1. Three years of hands-on experience working with Salesforce/Taskray
2. Experience planning and executing donor fundraising events
3. Two years of experience writing grants
4. Three years of experience working in a nonprofit environment



### **REQUIRED CHARACTERISTICS AND BEHAVIORS**

1. Effective verbal, written, and interpersonal skills; ability to communicate well with diverse stakeholders (participants, parents, program partners, staff)
2. Proactive, resourceful self-starter with demonstrated ability to take initiative, establish priorities, and follow through from beginning to end while maintaining a high degree of accuracy and attention to details
3. Strong organizational and time management skills; ability to complete complex tasks, problem-solve, and meet deadlines
4. Perform standard clerical office practices and procedures; ability to proofread documents and correspondence
5. Use tact and discretion when dealing with all people; maintain confidentiality and privacy of information

### **WORKING CONDITIONS:**

Work is performed under supervision of the Vice President of Development.

1. Work hours are 8:30 am – 5:00 pm and may include some evenings and weekends as needed
2. Work may be performed in a hybrid environment at BRIDGES Center and other locations approved by the Vice President of Development

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

BRIDGES strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans.

For more information and to apply, please visit [bridgeusa.org](http://bridgeusa.org)