

## **BridgeYear Development Manager**

Start Date: August 1st, 2022 (flexible)

[BridgeYear](http://www.bridgeyear.org) ([www.bridgeyear.org](http://www.bridgeyear.org)) is a startup nonprofit organization that connects underserved individuals to employment and education opportunities. We provide meaningful career exploration of high-growth, high-demand jobs and advising supports for recent high school graduates. We are looking for a passionate, self-driven, and entrepreneurial individual who is excited about workforce development, access to higher education, and positively affecting change in their local communities.

**PRIMARY FUNCTION/PURPOSE:** The Development Manager will work with the Strategy and Operations Director and the Executive Director to enhance BridgeYear's individual donor strategy, oversee grant activities, and plan fundraising campaigns and events. The Development Manager will be responsible for the execution and monitoring of the organization's development strategy for individual donors and foundations.

This full time opportunity (starting in Summer 2022) is ideal for an individual looking to gain fundraising experience in a rapidly growing startup environment. You will be joining an innovative and fun team to make an impact in Houston! This position reports to the Strategy and Operations Director. The work location is Houston, Texas but will be hybrid (some days in office, some days at home).

### **YOU'D BE GREAT FOR THIS ROLE IF:**

- You believe in raising dollars in support of programming, not in developing programs to attract funding.
- You are relationship-driven. You want to cultivate new champions for the organization and find out what drives them to continue contributing to BridgeYear and believe in stewarding stakeholders year round.
- You are detail oriented and goal-driven. You are excited about the opportunity to grow the organization's operating budget by \$500,000 in the next school year.
- You are creative and like to do things differently, including putting a different spin on traditional fundraising events. You'd be excited to do a non-gala gala!

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- **Foundations and Grants Management:** Build and maintain a grants calendar for applications and reports and utilize Salesforce for all donor and grant tracking. Assist in the preparation of grant reports and applications. Oversee contract grant writers and proofread and submit final grant deliverables.
- **Fundraising Strategy:** Participate in the planning, management, and execution of BridgeYear fundraising campaigns and in-person events. Represent BridgeYear in key internal & public-facing activities such as meetings, speaking engagements, and other events aimed at building awareness & fostering relationships
- **Individual Donor Outreach & Relationship Building:** Help cultivate and maintain a donor stewardship plan to strengthen relationships with community supporters and philanthropists. Directly solicit and close gifts from major individual donors and prospects in collaboration with the Executive Director and other internal stakeholders. Track these gifts and pertinent information inside our Salesforce donor database

- Fundraising Event Planning: Assist with sponsorship and event ticket sales, coordinate logistics and vendors for fundraising events and other donor stewardship opportunities. Maintain event communication with staff, board, and committee, especially regarding day-of logistics.

## **QUALIFICATIONS**

### **Must Haves**

- Prior development experience at the Manager and/or Associate level
- Highly effective organization, multi-tasking, attention to detail, negotiation, results-driven and interpersonal skills
- Strong professional oral and written communication skills
- Willingness to grow within the inherently “messy” nature of start-up organizations
- High value on transparency, operate with a sense of urgency and driven by self-motivation
- Access to a car and willing to travel for work (will be reimbursed for mileage)

### **Nice to Haves, but Not Requirements**

- Prior experience in K12 education, higher education, and/or workforce development
- Prior experience with reporting and dashboard features in Salesforce

## **COMPENSATION & BENEFITS**

**Compensation:** \$55,000-70,000, depending on experience

### **Benefits:**

- Health Insurance (partially subsidized); Dental, Vision, Life Insurance (100% paid for by employer)
- SIMPLE IRA retirement plan with 3% employer match
- Mileage reimbursement and personal cell phone use stipend
- Generous time-off policy: 16-18 company-recognized holidays + 20-25 PTO/sick days a year
- The unique experience of being a part of a rapidly growing start-up making an impact on students!

## **HOW TO APPLY**

**QUESTIONS?** We will be hosting two Zoom information sessions. Recordings will be available for registrants. Wednesday, June 1st from 6:00-6:30 pm ([RSVP](#)) or Monday, June 13th from 6:00-6:30 pm ([RSVP](#)).

**APPLICATION:** All applications are due by Friday, June 17th at 12:00pm CST. Submit your resume and short answer (2000 character max) to the following question: What makes BridgeYear a compelling organization for donors? ([SUBMIT HERE](#))

### **INTERVIEW & HIRING TIMELINE:**

- Asynchronous Interview: If a candidate is invited to interview, the virtual asynchronous interview and performance task will open on Wednesday, June 22nd and is DUE: Thursday, June 30th at 11:59 PM.
- Final Interview: The final round will involve in-person interviews with the team between July 7th and July 12th. We aim to make final decisions by July 15th, 2022.