



Director of Individual Giving

Job Description

Start Date: Flexible (by Fall 2026)

[BridgeYear \(www.bridgeyear.org\)](http://www.bridgeyear.org) is helping redefine how young adults access economic opportunity. Founded in Houston, BridgeYear connects recent high school graduates to high-growth, high-demand career pathways through career exploration, workforce readiness experiences, employer partnerships, and connections to postsecondary education and training. We believe talent is everywhere, but opportunity is not. Our work helps ensure young people have access to meaningful careers that lead to economic mobility and long-term success.

As BridgeYear enters its second decade, the organization is expanding its impact, deepening partnerships with employers and community organizations, and helping shape conversations around workforce development and equitable career access in Houston and beyond. Over the last five years BridgeYear's operating budget has grown from \$1.2M to \$5.5M and recently participated in major regional workforce initiatives, including Bloomberg Philanthropies' Gulf Coast TradeUp Careers initiative. This is an exciting moment to join the organization. BridgeYear has built a strong foundation of philanthropic support and is now poised for its next phase of growth.

PRIMARY FUNCTION/PURPOSE:

The Director of Individual Giving is a new role responsible for planning, executing, and growing BridgeYear's individual giving program across major gifts (\$5k+), mid-level giving (\$1K-\$4.9K), and the annual fund (under \$1K). Within the organization's broader advancement strategy, the Director will partner with the Chief Growth and Advancement Officer (CGAO) to set the individual-giving strategy and will own its implementation. The Director of Individual Giving will work closely with the development team, including the CGAO, Director of Corporate Engagement, the Director of Grants & Institutional Giving, and the Development Coordinator to achieve BridgeYear's annual fundraising target (the total fundraising goal for fiscal year 2026-27 is \$3.8 million). In this fiscal year, the Director is responsible for raising \$600K (which is consistent with results from the past year).

In this role, the Director will identify, cultivate, solicit, and steward a portfolio of individual donors and prospects, building authentic relationships that translate donors' passions into meaningful, lasting support for the students BridgeYear serves. The Director will collaborate across teams to achieve individual-giving goals in support of BridgeYear's broader fundraising priorities, including with the Executive Director, board, program leaders, and communications staff to steward the individual donor base, ensuring continuity and long-term impact. This role reports to the CGAO.

YOU'D BE GREAT FOR THIS ROLE IF:

- You are energized by building something new. Individual giving is an emerging revenue stream at BridgeYear, and you are excited by the opportunity to build on its early foundation. You look forward to designing cultivation strategies, donor communications, engagement events, and donor experiences.
- You are a skilled relationship-builder who can earn trust quickly, listen for what motivates people, and guide a donor from initial conversation through cultivation, solicitation, and long-term stewardship.
- You are self-driven and results-oriented, and you thrive when given clear goals and the autonomy to reach them. You can translate broad organizational priorities into concrete cultivation and solicitation plans.
- You are comfortable carrying revenue goals and view fundraising as both a relational and measurable function. You appreciate the discipline of portfolio management, moves management, forecasting, and thoughtful stewardship over time.
- You are an excellent communicator who can tell a compelling impact story in a donor communication, campaign appeal, or a face-to-face solicitation.

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

- *Individual Giving Strategy & Execution:* Partner with the CGAO to develop BridgeYear's individual-giving strategy and own its execution, evaluation, and continuous improvement. Own and achieve annual individual-giving revenue goals while building and maintaining a sufficiently strong, qualified pipeline. Lead prospect identification, qualification, and the full moves management process, effectively converting event attendees, organizational relationships, and other affinity connections into qualified individual prospects. Build and steadily grow the individual donor pipeline. Partner with leadership and the Board to identify, cultivate, and steward individual donors and prospects across the following categories:
 - *Major & Mid-Level Giving:* Design and lead the day-to-day execution of BridgeYear's major and mid-level giving efforts. Build and manage a personal portfolio of major donors and prospects.. Develop tailored cultivation and solicitation strategies, donor briefings, proposals, and ensure timely, meaningful follow-up.
 - *Annual Fund:* Plan and execute the annual fund, including appeal calendars, segmented messaging, and giving campaigns that grow the donor base and increase acquisition, retention and upgrade rates. Use data to refine timing, segmentation, and channels over time.
 - *Board, Committee, & Volunteer Fundraising Engagement:* Partner with the Board, Development Committee, and volunteer leaders to activate their networks and participation in fundraising, equipping them with tools, briefings, and prospect assignments, and supporting them through cultivation and solicitation.
- *Stewardship & Donor Experience:* Lead the fundraising strategy, audience segmentation, and donor messaging for individual-giving communications and campaigns, partnering with communications staff on content development and production. Design and leverage



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cultivation and stewardship opportunities—including donor events, donor communications , and other touchpoints—to deepen relationships and move donors toward increased giving, coordinating with the Development Coordinator on event logistics and execution.

- *Data, Tracking & Continuous Improvement:* Maintain accurate and complete records of individual donors, prospects, engagement activity, gift opportunities, and outcomes in BridgeYear's CRM (Salesforce) and internal tracking systems. Monitor giving performance against goals and use insights to refine outreach, messaging, and engagement tactics.

QUALIFICATIONS

Must Haves

- 7+ years of progressive experience in nonprofit fundraising, including experience in major gifts and / or individual giving.
- Demonstrated success developing and executing individual giving strategies that achieve annual revenue goals and grow the donor pipeline.
- Track record of personally cultivating, soliciting and securing five-figure gifts from individual donors, with experience with six-figure gifts preferred.
- Experience using a CRM (preferably Salesforce), moves-management practices, and revenue forecasting to manage performance.
- Excellent written and verbal communication skills, including experience developing donor communications, appeals, and gift proposals.
- Strong strategic thinking skills and the ability to translate organizational priorities into effective fundraising plans. Evidence of translating strategy into portfolio plans and measurable results.

Nice to Have, but Not Requirements

- Experience scaling individual giving efforts during periods of organizational growth.
- Prior experience working in workforce development, education, or youth-serving organizations.
- Experience working with nonprofit boards in fundraising efforts.

COMPENSATION & BENEFITS

Compensation: \$80,000-\$114,000, depending on prior experience

Benefits:

- Health Insurance for individual and dependents (partially subsidized), Dental, Vision, Life Insurance (100% paid for by employer)
- 401(k) retirement plan with 3.5% 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, Summer Fridays (½ days over summer break), Wellness Mornings (½ day on the first Friday of each month)
- Hybrid schedule based in Houston with two days per week in the office and three days remote, subject to business needs
- Yearly professional development stipend, to be spent as directed by each individual team member.

HOW TO APPLY

Application: All applications will be considered on a rolling basis and applications submitted by September 7 will be preferred. To apply, please submit your cover letter and resume through [this link](#). If you have questions, please contact hr@bridge-year.org.