



POSITION TITLE: Vice President of Development and Communications
FLSA STANDARD: Exempt, Regular - Full Time
REPORTS TO: CEO and President
ANNUAL COMPENSATION: \$90,001 - \$95,000 Annually (Based on Experience)
DIRECT REPORTS: 3

To Apply: <https://www.bridgesusa.org/careers>

WHAT IS BRIDGES USA?

BRIDGES is a 100-year-old, Memphis-based youth development organization. BRIDGES unites and inspires diverse young people to become confident and courageous leaders committed to community transformation.

WHY WORK AT BRIDGES?

BRIDGES offers a comprehensive and competitive benefits package including a 401(k) plan, 20+ days of annual paid leave, good work-life balance, and a dog-friendly work environment.

POSITION SUMMARY:

The Vice President of Development and Communications will play a pivotal role in shaping the organization's philanthropy and fund development strategy. This individual will lead staff and volunteers in embedding a culture of philanthropy and resource development throughout the organization, securing vital contributions to advance the mission and vision. Working closely with the staff, President and CEO, as well as the Board of Directors, the VP will drive the planning and execution of comprehensive fundraising strategies, while continuously assessing and ensuring progress toward established goals.

The ideal candidate for this position comes with the experience and resourcefulness to drive results and inspire their team. A mission-driven leader that is highly collaborative, charismatic, and passionate about supporting and nurturing future generations. Also, knowledgeable of best practices in fundraising principles to include major gifts, corporate and foundation giving, annual giving, event management, donor communications, and prospect research.

The candidate for this role is a dynamic public speaker, a persuasive writer, and a resourceful, entrepreneurial leader that loves to build and foster relationships with others. This person also has deep knowledge of and can implement nonprofit fundraising systems and strategies while simultaneously creating and cultivating a pipeline of leads and closing gifts.

- ESSENTIAL FUNCTIONS:**
1. Oversees and maintains a comprehensive database of donors, volunteers, and supporters.
 2. Supervises, evaluates, and mentors the Development and Communication staff and creates a supportive, collaborative, productive, and healthy work environment based on respect, teamwork, and clear expectations and responsibilities.
 3. Is responsible for managing a portfolio of high-net-worth donors and prospects and developing and implementing tailored cultivation, solicitation, and stewardship plans for those donors.



4. Oversees the creation of all communications and marketing materials and ensures a consistent message and look that builds a case for support. This includes but is not limited to social media, newsletters, fundraising materials, donor acknowledgements, annual reports, website, and grant proposals.
5. Experience in utilizing technology for fundraising and communications.
6. Absolute integrity and transparency, ability to treat colleagues, donors, volunteers, and community members with respect while maintaining confidentiality.
7. Staff supervision and leadership experience is required, as is a demonstrated ability to create a shared commitment to the mission and a creative healthy working environment.
8. Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands, and work independently without close oversight. Creative, adaptable, with a sense of humor and optimism.
9. Strategically leads and directs all development activities.
10. Managing, training, and developing the development and communications team.
11. Establishes a multi-year development plan that focuses on recruiting major donors, corporations and foundations, events, planned giving, capital needs, and individual giving.
12. Plans and prepares special event logistics, including obtaining sponsorships, soliciting gifts, and conceptualizing print and publication materials.
13. Participates in donor solicitation with executives and key volunteers, depending on their interests, personal relationships, and program knowledge.
14. Assesses and mentors' performance of staff in achieving goals, providing technical assistance in program design, development, evaluation, community relations, and program operations.

PREFERRED QUALIFICATIONS:

1. A minimum of eight to ten (8-10) years of nonprofit leadership responsible for managing a team of development and communication professionals and proven track record in full range of fundraising including major gifts, annual fund, sponsorships, grants, special events, and planned giving. Experience in fundraising for special/capital campaigns preferred. Experience fundraising in Memphis, TN is a plus.
2. Effective written, verbal, and interpersonal skills with ability to engage effectively with a wide range of individuals in a diverse community, including program partners, board members, staff, and other such stakeholders.
3. Proven research and grant-writing skills, confident asking funders, sponsors, and others to contribute money and time.
4. Hands-on experience working with Microsoft Office and/or Google Suite to develop grant proposals, associated budgets, and other related development campaign materials.
5. Ability to perform basic mathematical functions, compile data, create reports, and proofread and maintain documents, records, and correspondence with strong attention to detail.
6. Demonstrated grant-writing experience; ability to meet fundraising goals successfully on an ongoing basis.
7. Experience developing, implementing, and managing strategic short- and long-term fundraising plans and projects; ability to prioritize work, organize resources organization-wide, solve problems, and meet submission deadlines.
8. Experience working with Salesforce donor management software; ability to identify ways to use the system to improve business processes.
9. Ability to lead and cultivate a highly effective development and communications team.
10. Experience in utilizing technology for fundraising and communications.

WORKING CONDITIONS:



1. Work is performed under general supervision of the CEO/President and requires specialized training, experience, and knowledge.
2. Work hours are 8:30 am - 5:00 pm to include some evenings and weekends as needed.
3. Work is performed in a hybrid environment at BRIDGES Center and other locations approved by the CEO/President.
4. Must have dependable transportation to travel to and from fundraising meetings and events.

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.

Candidate _____ Date _____

CEO/President or Human Resources _____ Date _____