

Job Posting

POSITION: DONOR RELATIONS MANAGER
ORGANIZATION: CROSSBRIDGE, INC.
LOCATION: NASHVILLE, TN
STATUS: FULL-TIME, SALARIED EXEMPT
REPORTING TO: EXECUTIVE DIRECTOR

ORGANIZATION OVERVIEW

CrossBridge, Inc. is a Tennessee Non-Profit Tax-Exempt Corporation chartered in 2006 to end generational cycles of addiction, incarceration, and poverty. CrossBridge fulfills its mission through a proven two-pronged strategy of preventative (KidPOWER) and restorative (Restoration House) programming. For nearly two decades this combination has been an effective catalyst for positive transformation of program participants and their communities.

Restoration House combines integrated housing and residential recovery support services with structured, supportive, accountable programming. Restoration House offers hope to men and women trapped in the bondage of addiction through a proven pathway to responsible adulthood, comprehensive positive transformation, and expanded opportunity.

Preventatively, our KidPOWER/YouthPOWER program proactively counteracts the devastating combination of poverty and Adverse Childhood Experiences through one-on-one after-school mentoring. Through reliable relationships with trustworthy adults, participants are empowered to make more effective, responsible decisions by collaboratively exploring creative alternatives and seeking healthy solutions to their everyday challenges.

POSITION OVERVIEW

The CrossBridge Donor Relations Manager is responsible for designing and implementing a successful fundraising strategy incorporating diverse, sustainable sources and resources.

ESSENTIAL FUNCTIONS

- Provide leadership to all phases of Donor Relations
- Oversee the planning, execution, and follow-up of Annual Fundraiser.
- Manage the annual donor development budget.
- Secure new gifts annually in excess of annual salary.
- Design and implement an effective Donor Engagement program ensuring timely follow-up with donors.
- Organize and lead new sponsor/donor events.
- Proactively explore and cultivate relationships with new donors/revenue sources.
- Expand corporate and foundation giving/sponsorships.
- Responsible for design, creation, and quality of marketing and fundraising media.
- Develop relevant metrics and systems to track fundraising revenue and generate accurate reports.
- Maintain accurate database of all donors (past, present, and prospective).
- Provide regular reports to Executive Director of current efforts and activities in furtherance of Donor Relations and details of short and long-term prospect development plans.
- Collaborate and communicate positively and effectively with CrossBridge team members and volunteers.
- Attend relevant events/training.
- Perform all related administrative duties.

- Promote the mission and vision of CrossBridge while working closely with the Executive Director.

QUALIFICATIONS

- 4 years successful fundraising and donor cultivation/solicitation experience.
- Post-Secondary Education/ Certification in relevant field.
- Strong interpersonal skills, professional attitude, high emotional intelligence and conflict resolution skills.
- Excellent communicator
- Creativity and imagination in developing and implementing engagement strategies with existing donors and prospects.
- Ability to work independently and proactively; ability to meet deadlines effectively.
- Detail-oriented yet flexible and able to improvise and adapt to fluid situations.
- Well-organized and able to prioritize activities.
- Ability to implement and respect healthy boundaries.
- Current Tennessee Drivers License
- Computer skills, including word processing, donor database use and internet research skills.
- Committed to CrossBridge mission; willing and able to articulate impact, outcomes, priorities, and funding needs confidently, passionately, and positively.

COMPENSATION

- Starting Annual Salary: \$80,000
- Paid Health, Dental, & Vision Insurance (For Individual Employee)
- 401K Retirement Account (non-matching)
- Monthly Cell Phone Allowance
- Mileage Reimbursement
- Paid Leave (holidays, vacation, & sick leave)
- Annual Christmas bonus

TO APPLY

Submit resumé and cover letter to Executive Director (tmitchell@crossbridgeinc.org)