



## SENIOR DIRECTOR OF DEVELOPMENT

**Bridge House** is a Colorado-based non-profit 501(c)(3) offering a proven sidewalk-to-housing continuum of programs for adults experiencing homelessness from low-barrier basic needs to its innovative Ready to Work program with locations in Boulder, Aurora, and Englewood. It operates two social enterprises: Ready to Work's outdoor landscape crews and Community Table Kitchen Catering. We are currently seeking a full-time **Senior Director of Development** starting immediately. This is a full time, hybrid, benefit-eligible position based in Boulder, Colo., directly reporting to the CEO.

### BRIDGE HOUSE MISSION STATEMENT

Bridge House believes in, respects and empowers people who are experiencing homelessness. We connect them to employment and housing opportunities so they can realize and embrace their future.

**LEARN MORE:** [boulderbridgehouse.org](http://boulderbridgehouse.org) and follow our impact @bobridgehouse on Facebook and IG.

### RESPONSIBILITIES AND DUTIES

#### DEVELOPMENT STRATEGY

- Leverage Bridge House's unique "Bridge of Opportunity" spanning basic needs, to employment and housing to raise \$3+ million each year to support mission-driven programming and operations, including capital campaigns.
- Develop and implement an annual fundraising strategy, including goals, timelines and budget.
- Identify appropriate audiences and develop compelling proposals and campaigns to secure support through a variety of channels, including but not limited to marketing, social media, direct mail, events, major donor cultivation, foundation relations, and government grants.
- Grow deep understanding of and plan to utilize all internal resources available for the development team's success including the board fundraising committee, and existing donor base.
- Share the Bridge House story and our outcomes of success to reach and secure new donors and increase the number of donors and funding sources across the region.

#### DEVELOPMENT OPERATIONS

- Manage fundraising activities and team members to ensure that fundraising goals are being achieved and diverse sources of support are utilized.
- Continue to cultivate and manage a mature donor list.
- Provide direction and supervision on all development operational processes, including database management, financial reports, donor lists, and acknowledgments.
- Aid in identifying and cultivating prospective donors with the development staff.
- Work collaboratively with other entities of the organization including the program team to identify funding opportunities.
- Develop and manage grants strategy, pipeline and process, from research and targeting of grant opportunities, and conducting planned outreach to deepen relationships with funders.
- Cultivate and manage relationships with large foundations and government funders.

## **STRATEGIC ANALYSIS**

- Work closely with the finance and program teams to develop strategic plans on growing funding targets and opportunities to ensure finance stability to meet the needs of a growing agency.
- Research and find new avenues of multi-year funding sources.
- Work with the Bridge House Board and Executive Leadership Team to design a two-to-four-year strategy plan and set in motion the implementation process. Work with the finance team on projections, budget analysis and plans on how to manage budget and agency needs.

## **EVENTS**

- Lead development team to provide strategy, planning, implementation, and evaluation of annual fundraising gala, and set plans for other fundraising events to complement the overall development strategy.
- Leverage events to cultivate and retain sponsors, major donors, and other key relationships that are critical to the organization's success.
- Represent Bridge House at community events to increase agency awareness and expand the organization's pool of supporters.
- Contribute to the creation of meaningful and impactful events to increase agency awareness, build community relations, increase revenue, raise donor loyalty and acquire new supporters.

## **MARKETING AND COMMUNICATIONS**

- Ensure Bridge House branding and messaging is consistent with strategic vision and priorities set by CEO, senior staff and the Board.
- Oversee the writing, production, design, and distribution of a wide variety of publications, including annual reports, brochures, marketing materials, videos, and any other materials.
- Oversee website updates to ensure that new and consistent information (article links, stories, and events) posted regularly and ensure content is easily navigated.
- Support the organization's social media presence by coordinating content that will engage various stakeholders.

## **QUALIFICATIONS AND SKILLS**

**Education:** Bachelor's Degree or equivalent experience

**Experience:** Seven years of successful fundraising experience in non-profit and 2-plus years managing a development team.

### **Knowledge, Skills, and Abilities:**

- Proven record of accomplishment of securing at least \$3M in gifts that align with the organization's priorities, including capital campaigns, through cultivation, solicitation, and stewardship of donors, and obtaining government and foundational grants.
- Successful record of accomplishment in special events fundraising.
- Proven record of accomplishment in recruiting and retaining corporate sponsors, donors and partners.
- Excellent verbal and written communication skills.
- Expertise in managing social media and other digital communications.
- Strong applied computer skills, with a solid understanding of donor database and fundraising systems (Salesforce).
- Attention to detail and strong written skills are essential.
- Passion for the Bridge House mission, wisdom and values.

## **COMPENSATION AND BENEFITS**

- This is a full time, hybrid, benefit-eligible position based in Boulder, Colo., directly reporting to the CEO
- Salary dependent on experience, starting at \$90k
- Health insurance with dental and vision options

- 403b investment opportunity
- Sick, holiday, and floating holiday pay

### **TO APPLY**

Please email a cover letter and resume to: [natasha@bhrtw.org](mailto:natasha@bhrtw.org).

Immediate start date. Applications will be accepted until the position is filled.

### **NON DISCRIMINATION POLICY**

Bridge House is an Equal Opportunity Employer and is dedicated to the spirit of the intent of equal employment opportunity. We prohibit unlawful discrimination on the basis of age, race, color, gender, sexual orientation, national origin, religion, disability, genetic information, or any other applicable status protected by state or local law. This policy applies to all areas of employment and includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, etc.