



## **Resource Development Director**

### **Job Summary**

The Resource Development Director fosters the culture of philanthropy within the organization, as well as providing strategic direction for Bridge Communities. This individual assures that the organization's corporate culture, systems and procedures support fund development and vice versa. The Resource Development Director is responsible for the establishment and implementation of a comprehensive and diverse fundraising plan that secures and broadens financial and in-kind support from individuals, corporations, foundations, government, faith communities and other sources.

The Resource Development Director develops institutional philanthropy and fund development best practices through thoughtful leadership and process- and data-driven strategies. He or she manages and cultivates Bridge's most sacred donor relationships. Additionally, this individual oversees all direct mail appeals, communications and marketing, special events, research and cultivation of prospective, current and lapsed donors, planned giving programs, community engagement, and gift processing and recognition. This individual maintains a caseload of approximately 80 major gift prospects and donors. Moreover, he or she works in partnership with the CEO, Director of Finance and Administration, and Finance Committee to develop and monitor current annual budget and forecasting future budget years. Finally, the Resource Development Director acts as liaison with Board of Directors, Development Committee, Endowment Committee, and multiple external community partners.

The Resource Development Director supervises the fund development team of six professionals and is the senior manager for all aspects of fund development, communications, and marketing. He or she works in close partnership with the CEO, Bridge Leadership Team, and Board of Directors to articulate and translate its strategic plan into achievable objectives, ensuring the fulfillment of its mission.

The Resource Development Director is a 40-hour per week, salaried exempt position. This position leads the Development team, but their work collaborates across all aspects of the organization. This position reports to the Chief Executive Officer. This position qualifies for all Bridge Communities offered benefits, including health and disability insurance, generous paid time off, 403(b) retirement matching, et al. This position will require work outside of normal business hours. The Resource Development Director will have an office at the organization's headquarters in Glen Ellyn and is expected to be based in the office at least four days per week.

The Resource Development Director exemplifies Bridge Communities' core competencies: Service to Mission, Collaboration, Leadership, Innovation, and Accountability.

## **About Bridge Communities**

- DuPage County's largest provider of transitional housing and supportive services for homeless families.
- Owns and operates 24 apartment buildings in 7 DuPage communities, 154 total apartments. Headquarters office is in Glen Ellyn.
- Serves over 100 homeless families, with Program staff providing case management, employment counseling, children's services, family wellness programming, and a donated automobile program.
- Unique business model with faith communities and community-based organizations providing both financial support and volunteer mentors for families.
- Numerous collaborations with public schools, medical and behavioral health, legal services, local and county government, and recreational service partners to provide holistic scope of support to families.
- Strong fundraising and resource development team that has created diversity of funding streams and high donor retention.
- \$ 5.1 million operating budget, \$13 million in net assets, with \$3.3 million endowment and 26 staff.

## **Responsibilities**

- A. Organization's Mission and Direction – 15% of time
  1. Ensures that culture of philanthropy is engaged throughout the organization, and that it is carried out in keeping with the organization's values, mission, vision, and strategic plan.
  2. Evaluates and presents on the effect of internal and external forces on the organization and its fund development.
  3. Leads the development, in cooperation with development staff and leadership, a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will attract, retain, and motivate donors and volunteers.
  4. Engages all members of Bridge staff and volunteers in fund development, programmatic, and strategic processes, while encouraging questions and promoting participatory decision-making.
- B. Fund Development Activities - 50%
  1. Provides leadership and oversight of all of Bridge's fund development activities, manages the day-to-day operations of the development function, and monitors the achievement of activities through coordination with staff, volunteer committees, and leadership volunteers.
  2. Ensures establishment of and compliance with Bridge's own fund development and philanthropic principles, policies, and procedures.
  3. Represents Bridge, its Board and CEO to donors, prospects, funders, volunteers, and community at-large.

4. Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of conduct for fundraising executives.
5. Remains current on best practices and current trends regarding fund development, social media, NFP accounting, and governance. Shares knowledge and learnings with staff, leadership, and volunteers.
6. Works with the CEO, development committee chair, and other volunteers to ensure fulfillment of committee-focused fund development roles. This includes collaborating to create committee agendas, annual calendar of activities, and annual goals for development committee.
7. Leads the development of direct mail solicitations, including year-end and spring direct mail campaigns, annual generosity report, Giving Tuesday, LYBUNT, planned giving, and other special campaigns. Works with Communication and Marketing Manager, leadership, and outside vendors to develop theme and execute production. Provides reports to CEO and leadership as to achievements and stewardship needs.
8. Serves as moves manager to top tier donors and prospects, this includes all family foundations. Responsible for all cultivation, solicitation, and stewardship activities, working in partnership with relevant organization leaders.

C. Supervision and Engagement of Fund Development Team – 15%

1. Assures proper planning including goal setting, strategy identification, benchmarking, and evaluation to support fund development staff and volunteers.
2. Provides leadership and oversight to the design and implementation of cultivation, acknowledgement, and recognition programs.
3. Implements the principles of servant leadership in management and guidance of fund development staff, including: Manager of Donor Relations, Senior Manager of Development, Communications and Marketing Manager, Director of Community Engagement, Senior Manager of Corporate and Foundation Relations, Development Database Specialist.
4. Executes annual performance evaluations on fund development team. Encourages the development of annual goals, and then assures implementation and achievement of set goals. Encourages formal and informal education for self and others.
5. Establishes performance measures, monitors results, and reports on organization dashboards.

D. Interface with Leadership Volunteers and Program– 10%

1. Regularly communicates with CEO and development committee chair on the status of Bridge’s fund development program, revenue and expenses, and all factors influencing fund development.
2. Work with CEO and development committee chair to ensure that leadership volunteers are provided with needed training and support to ensure achievement of fund development goals.

3. Helps board members, organization staff and other volunteers identify, cultivate, and solicit contributed gifts.
4. Interface with client families to learn about their lived experiences for use in fund development and marketing efforts. Participate in program events/workshops to strengthen understanding of clients' journey, needs, and program goals.

E. Administrative – 10%

1. Assures positive fiscal operation of fund development including timely, accurate and comprehensive development of contributed revenue and expense budgets, then implementation, monitoring, and reporting.
2. Approves financial invoicing and other expenses for the Development department. Oversees spending of the Development staff members.

**Key Competencies:**

**Thought:**

- Innovative and Creative
- Servant Leadership
- Ethical Reasoning and Decision-Making
- Data Driven, Mission Focused

**Results:**

- Inspiring and Persuasive
- Growth Oriented
- Donor Focus Mentality

**People:**

- Committed to Equity and Belonging
- Collaborative Management Style
- Flexibility and Open to Others Needs

**Self:**

- Excellent Writer
- Exceptional Listener
- Highly Organized and Efficient in Practices
- Timely in Response to Others

**Performance Expectations**

As a member of the senior leadership team, this position helps to set the strategic direction and is directly connected to the financial health of the organization. The individual is expected to be an outstanding fundraising technician and an exceptional communicator.

The individual is expected to translate broad goals into achievable steps. Set and manage appropriate, yet ambitious goals and expectations. Handle detailed, complex concepts and problems and make rapid decisions. Plan and implement multi-faceted programs. Establish strong and lasting relationships with CEO, staff, board of directors, volunteers, donors, community members and leaders, and Bridge families. Develop smooth and constructive relationships with people from all segments of the community and clients served.

The individual is expected to adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding Bridge and NFP sector. Demonstrate commitment to professional growth and development. Demonstrate commitment to strengthening Bridge Communities' policies and practices as they relate to equity and belonging.

### **Qualifications for Resource Development Director position**

#### A. Education and Experience

1. The amount of knowledge required would typically be acquired in a masters degree and a minimum of 10 years' experience. CFRE distinction is preferred. Membership in professional fundraising association is expected.
2. Experience in managing highly motivated and empowered staff with the ability to coach and inspire continued development and growth.
3. Experience and deep passion for working with our community neighbors most in need, utilizing strength-based and trauma-informed care philosophy and practices.

#### B. Skills and Knowledge

1. The candidate is expected to have extensive knowledge and experience in developing and implementing a comprehensive fund development program.
2. The candidate is expected to be a highly competent motivator of volunteers and staff.
3. Ability to identify high potential revenue sources and develop multi-year fundraising campaigns. Experience in managing a feasibility study and capital campaign is preferred.
4. Comprehensive management skills and experience including but not limited to short and long-term planning, evaluation, directing and motivating staff and volunteers, financial management, governance, and public speaking.
5. The candidate is expected to be highly skilled communicator with the ability to persuade through the written and spoken word. Experience in developing and executing direct mail and digital fundraising campaigns is required.
6. The candidate is expected to have deep experience in identifying, cultivating and closing major and planned gifts. Experience and skill in endowment fundraising and planned gift fundraising.

### **To Apply:**

- Browse our website [www.bridgecommunities.org](http://www.bridgecommunities.org) to learn more about Bridge Communities.
- Compose a cover letter – one-page maximum – to clearly state your case for your candidacy. **Resumes submitted without a cover letter will not be considered.**
- Email you cover letter and resume to [amy.vanpolen@bridgecommunities.org](mailto:amy.vanpolen@bridgecommunities.org).
- Candidates whose backgrounds are a strong fit with our requirements and have followed the explicit instructions can expect contact within 10 business days of application deadline. No follow-up phone calls or emails please. Application deadline is July 20th.
- Please do not supply references at this time. No phone inquiries or follow-up, please.
- Annual salary range is \$83,000 - \$93,000 dependent on education, certifications and demonstrated skills.

*Bridge Communities is committed to providing an inclusive and welcoming environment for all members of our staff, client families, volunteers, and vendors. Bridge Communities does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services.*

*Bridge Communities will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or applicant on the bases of the above-mentioned protections.*

*Reasonable accommodation will be provided as needed to enable qualified applicants with a disability to participate in the pre-employment process.*

## **EMPLOYER'S RIGHTS**

This job description does not list all the duties of the job. You may be asked by supervisors to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.