



Director of Development and Communications
Part Time
Exempt
Sausalito, CA

Founded in 1995, Bridge the Gap's (BTG) overarching goal for the past 27 years has been to bring educational equity and opportunity to the youth in Marin City. Today, BTG continues to inspire and support more than 400 students who are primarily youth of color from a variety of ethnic, cultural and religious backgrounds. The organization provides after school enrichment programs for K-12 students, and guides them on their journey from Kindergarten all the way to, and through, college and beyond.

BTG's programs prioritize academic progress and emotional wellbeing, and strives to equip students with the skills they'll need to succeed in school and in life. In addition to the guidance of BTG's dedicated staff, BTG delivers wrap-around support that involves close collaboration with their schools, families and volunteer tutors.

MISSION

The mission of Bridge the Gap is to provide educational, social and emotional resources to underserved students in Marin City and beyond.

BTG's vision is that all students achieve their greatest potential with equitable access, opportunities and choice.

BTG's core values and educational philosophy center around the belief that every child deserves the opportunity to succeed in school and pursue a college education:

- Education is the greatest equalizer in closing opportunity and achievement gaps.

- With thoughtful and intensive support, all Marin City students can achieve the bright and successful futures of their dreams.
- Instilling an expectation of college completion throughout all levels of our programming is vitally important.
- Personal connection is a powerful force, and we strive to create close ties between students and their schools, teachers, and tutors.
- Collaborating with community partners leads to a greater collective impact for Marin City youth.

POSITION SUMMARY/OVERVIEW

The Director envisions and implements a targeted fundraising plan to include the cultivation, solicitation, and stewardship of donors to meet planned revenue benchmarks through a variety of giving opportunities, including events. The Director supervises the Events & Communications Manager. The Director serves as a key spokesperson and advocate of BTG. The Director helps to develop and coordinate all of the organization's communications to support the overall development goals and objectives, as well as the efficiency, community position, and overall culture of the organization. The Director reports to the Executive Director.

ESSENTIAL FUNCTIONS

- Lead the development staff to meet revenue budget goals by implementing a variety of fund development activities to identify, cultivate, solicit and steward individual, corporate, and foundation donors. 40%
- Work as part of the team (Executive Director, program directors, and grant writer) on foundation grants. 10%
- Execute and manage an annual development and communications plan that includes annual campaign, major gifts, donor cultivation, spring gala, stewardship activities and prospect identification. 10%
- Work closely with the Board of Directors and Community Council to engage both the Board and Council in fundraising activities.

10%

- Work closely with Event & Communications Manager to coordinate existing and new fundraising events. 10%
- Supervise the integrity of donor records, gift processing and acknowledgments. 10%
- Develop a Major Gifts program to steward donors and solicit gifts over \$15,000. 5%
- Plan and participate in personal solicitations of a portfolio of leadership and campaign donors with BTG Executive Director, Development staff, Board of Directors and Community Council. 5%
- Other duties as needed.

MEASURED RESULTS

- Meets revenue goals
- High level of satisfaction at Community Council events
- Annual gala has high attendance and positive outcomes as rated by staff and committee
- Achieved project completion to meet deadlines
- Communications calendar is clear and followed

QUALIFICATIONS

- Bachelor's Degree
 - Graduate Degree preferred
 - Minimum of 6 years of demonstrated success in fundraising, with a minimum of 3+ years of experience closing gifts at the \$25,000 level and above.
 - Experience in effectively engaging and leading staff and leadership volunteers in cultivation, solicitation and stewardship activities.
 - Demonstrated supervision of professional level staff and ability to motivate and build the team.
- **Knowledge, Skills, and Abilities**

- Excellent leadership, strategy, management and organizational skills.
- Well-organized with strong follow-through and time management skills
- Self-motivated, and able to effectively problem-solve complex issues.
- Exceptional communication and presentation skills, with proven ability to write, effectively and speak persuasively, including ability to grasp and effectively communicate complex programmatic priorities to all stakeholders.
- High-level computer literacy and proficiency with donor databases, G Suite and the MS Office suite of software applications.

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

LEADERSHIP COMPETENCIES

While all competencies are important, the following competencies are critical to the deliver successful outcomes/results in this position:

Inclusion

- Values all people for their unique talents while promoting org-wide the importance of diversity and the significance of being an inclusive organization.

Relationships

- Builds supportive and collaborative relationships that enhance BTGCP's impact on the community we serve.

Communication

- Listens and expresses self effectively to provide a mutual understanding of the needs of the staff, partners, and stakeholders.

Developing Others

- Guides and supports others with tools and feedback to strengthen knowledge, skills, and competencies that build strong organizational performance.

Emotional Maturity

- Demonstrates effective interpersonal skills.

Change Management

- Leads self and others through change by providing direction and guidance to adapt to new opportunities, challenges, and organizational shifts.

Self-Development

- Seeks and utilizes new learning opportunities and resources to build and strengthen staff and personal performance.

Compensation and Benefits

Compensation is based upon experience. This position is 32 hours per week. The salary range is \$80,000-85,000. Benefits include medical, dental, a flexible spending account, a 401(3b) with contributions, PTO, major holidays, commuter and cell phone reimbursement monnies. Other benefits include working with an outstanding team and community partners.

Why BTGCP

- *Are you looking to make a profound impact in a community-based organization?* BTG strives to create education equity in Marin City, a resilient and tight-knit community. BTG is proud of its track record of 100% college-bound high school graduates due to it's successful programs that are driven by data and continual improvements.

- *Do you enjoy cultivating relationships?* At Bridge the Gap you will have the opportunity to engage with an active board, community partners, a strong community council, a large dedicated group of volunteers. Many are long-serving members who are deeply committed to the mission.
- *Are you looking for flexibility in your work schedule?* As a seasoned fundraiser, you will have flexibility in your work schedule and can work a hybrid schedule of part time at 75%.

How to apply

For immediate consideration, please email your resume and cover letter to Stacy Nelson & Associates (www.stacy-nelson-associates.com) at stacyn@stacy-nelson-and-associates.com.

BTG is an equal opportunity employer and all qualified candidates are encouraged to apply.