



Development Associate

Reports to: Director of Development

Exempt/Non-Exempt: Exempt

Program/Department: Development and Communications

POSITION SUMMARY/OVERVIEW

The Development Associate works with the Director of Development on a variety of fundraising tasks including donor cultivation, stewardship, volunteerism, community and fundraising events, and the annual appeal. This position will support the overall fundraising success of Bridge the Gap, with a focus on delivering a successful Vines & Vision Gala. This role is responsible for administrative functions to manage donor cultivation and stewardship through maintenance of an accurate donor database and proper gift acknowledgements. The role supports organizational communication to donors, community and key partners through e-newsletters, website management and other communications. This position requires interaction with donors, corporate and community partners, members and volunteers.

Vines & Vision Gala

Annually, the Vines & Vision Gala raises more than \$500,000 through sponsorships, ticket sales, silent & live auctions, wine draw and our fund a future paddle up with more than 300 attendees and is hosted at the Marin JCC. Our Vines & Vision Event Committee meets regularly to plan for this annual event.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Strong analytical, finance and PC skills
- Experience with a fundraising database (eTapestry, Salesforce, Raiser's Edge)
- Three years of experience in fundraising, donor relations, community engagement
- Excellent writing, public speaking and strong interpersonal skills
- Experience working with and organizing volunteers
- Exceptional organizational skills and attention to detail
- Experience with event planning both large and small scale
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Ability to plan, prioritize, coordinate and manage their own work, as well as problem solving effectively and creatively

JOB FUNCTIONS

Events (25%)

1. Ensure the financial and programmatic success of the annual Vines & Vision Gala. Provide leadership support to the Vines & Vision Committee. Manage sponsorship solicitations in collaboration with the Development Director and Committee. Lead the back-end administration in Greater Giving, including sponsorships, auction items, in kind donations, acknowledgements and invoices. Attend committee and consultant meetings. Ensure Vines & Vision program is thoughtfully developed, including the creation of the film and the decision on speakers.
2. Plan and implement community events and celebrations with our Community Council (formerly Advisory) and other staff, including Fall Festival, college care packages, student holiday parties & gifting, graduations, house parties and more

Communications (20%)

1. Coordinate website administration, specifically web page updates with appropriate BTGCP staff
2. Compile, create and manage monthly e-newsletters to community members and key stakeholders
3. Design relevant posts for social media 2-4x/week
4. Organize and manage BTGCP photograph library
5. Write and submit press releases with guidance from ED and Dir. of Development
6. Design ads, banners, signage, brochures, letterhead updates in coordination with our Graphic Designer
7. Support event communication management, specifically Vines & Vision, to include e-communications and sponsor acknowledgements
8. Order BTGCP swag and materials in line with our brand guidelines

Development (55%)

1. Manage thorough and accurate gift processing in eTapestry, including the creation of campaigns, timely gift acknowledgement letters, soft credits, and reporting.
2. Accurately track grants received in eTapestry and file supporting documents in appropriate Google or Dropbox folders.
3. Support and coordinate donor solicitations and mailings. Create mailing lists and mail merges for Annual Appeal, Vines & Vision, LYBUNT, SYBUNT, Summer Appeal. Help craft key messaging, including donor solicitations, and student impact reports.
4. Manage monthly donation reconciliation with Director of Finance & Administration and bookkeeper
5. Edit and support Board and Advisory Council communications, such as meeting notes and emails
6. Lead corporate giving and volunteer projects

DESIRED OUTCOMES

- Event productions are successful by meeting development goals and engaging new community members
- Development database is well-managed and Development Team coordination to solicit and acknowledge gifts is efficient
- Board, Community Council and Community members are engaged and communicated with thoughtfully and timely
- BTGCP visibility in the community grows through increased public relations

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.

COMPENSATION: \$65,000 - \$70,000 DOE **BENEFITS:** Competitive

WORK HOURS: Schedule is approximately 9am-5pm or 10am-6pm M-F (onsite role with hybrid schedule flexibility)

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.