



Director of Development

Bridge the Gap – Southern Marin

Full Time/Exempt/Flexible Hours/Hybrid

Salary: \$100,000-\$110,000

## THE ORGANIZATION

[Bridge the Gap \(BTG\)](#), founded in 1995, provides a comprehensive TK- College grade holistic educational program, supporting low income, ethnically and culturally diverse students to achieve their greatest potential.

## THE MISSION

The mission of BTG is to provide comprehensive educational, social and emotional resources to underserved students in Marin City and Southern Marin. Our goal is to ensure that all students graduate high school, and achieve their greatest potential through college completion or other pathways to economic sustainability and independence.

Research continues to demonstrate that the most powerful way for under-resourced and first-generation students to achieve a lifetime of increased opportunity and earnings is through higher education. It can be a game changer.

BTG was recently honored with the Nonprofit of the Year 2023 award for Assembly District 12.

## THE OPPORTUNITY

BTG is seeking an energetic and innovative Director of Development to manage and develop its comprehensive fundraising program. The Director will have a proven track record of successful fundraising experience and the ability to manage a development team. BTG is looking for a mission and results driven Director to lead the development and execution of the organization's fundraising goals and strategy. The Director of Development will have a proven track record of raising gifts of \$25,000 to \$100,000 and relevant experience in developing a major gifts program.

The Director of Development will be responsible for the development and implementation of the organization's \$3M annual, fundraising plan, meet revenue goals

and grow the donor base. The Director of Development will supervise and partner with the Operations and Events Manager to ensure that the daily operations of the development department run smoothly and management of the Vines & Vision event is executed with precision. The Development Director will serve as a key spokesperson and advocate of BTG.

A member of the senior leadership team, the Director of Development will partner, support and collaborate with members of the leadership team and will report to the Executive Director.

## **ESSENTIAL FUNCTIONS**

### **Strategy**

- Lead and supervise 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.
- Plan and participate in personal solicitations of a portfolio of annual and campaign donors with BTG Executive Director, Board of Directors and Community Council.
- Develop a Major Gifts program to steward donors and solicit gifts over \$25,000.
- Review annual development plans periodically to assess outcomes and develop effective strategies.

### **Development Team Oversight**

- Execute and manage an annual development and communications plan that includes annual campaign, major gifts, donor cultivation, spring gala, stewardship activities and prospect identification.
- Supervise the integrity of donor records, gift processing and acknowledgments.

### **Board Engagement**

- Work closely with the Board and Community Council to engage both the Board and Council in fundraising activities.
- Develop, monitor and report on revenue. Partner with VP of Operations on monthly financial reconciliation and report to the Board.

### **Events**

- Work closely with Event Manager to coordinate existing and new fundraising events for up to 300+ people.

### **Community Engagement**

- In partnership with the Communications and Events Manager, develop, implement and manage the BTG communications plan consistent with the Strategic Plan
- Support team to write and prepare a variety of outreach to the community that includes newsletters, outreach emails and other documents.

- Be knowledgeable and tech savvy about social media and crowdfunding platforms
- Other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS

- **Education Requirements:** Bachelor's Degree Required.
- **Fundraising Experience:** Five years or more of demonstrated success in fundraising, especially with major gifts from individuals and/or institutions. Minimum of 3+ years of experience closing gifts at the \$25,000 level and above.
- **Communications Skills:** Exceptional oral and written communication and presentation skills, with proven ability to write effectively and speak persuasively, as well as an ability to listen to and learn from others. Ability to grasp and effectively communicate complex programmatic priorities to all stakeholders.
- **Highly Strategic and Analytical Skills:** Excellent leadership, strategy, management and organizational skills. Well-organized with strong follow-through and time management skills. Strongly self-motivated, and able to effectively problem-solve complex issues.
- **Board Engagement Experience:** Experience in effectively engaging and leading staff and leadership volunteers (Board and Community Council) in cultivation, solicitation and stewardship activities.
- **Computer Skills:** High-level computer literacy and proficiency with donor databases, and the G-suite of software applications.
- **Supervision Skills:** Demonstrated supervision of professional level staff that motivate and build professional staff competencies and the team overall.
- **Flexible Work Schedule:** Ability to work a flexible schedule including occasional evenings and weekends. Hybrid format is allowed: must be present in office at least 2 days per week.
- Current California Driver's license, valid auto insurance, and have access to a reliable vehicle.

## LEADERSHIP COMPETENCIES

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

### **Inclusion**

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

### **Relationships**

Build supportive and collaborative relationships that enhance BTG's impact on the community we serve.

### **Communication**

Listen and express yourself effectively to foster a mutual understanding of the needs of staff, partners, and stakeholders.

### **Developing Others**

Guide and support others through professional development and feedback to strengthen staff's knowledge, skills, and competencies that help build strong organizational performance.

### **Social - Emotional Maturity**

Demonstrate effective interpersonal skills.

### **Change Management**

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

### **Self-Development**

Seek and utilize new learning opportunities and resources to build and strengthen staff performance.

## **WORK 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. The Director of Development will attend evening events as needed. The Director of Development is physically onsite at the BTG offices in Marin City.

## **COMPENSATION AND BENEFITS**

Compensation is based upon experience. This position is a full-time exempt position. The salary range is \$100,000-110,000 depending upon experience. Benefits include medical, dental, a flexible spending account, a 401(3b) with annual contributions, PTO, major holidays as well as commuter and cell phone reimbursement.

## **WHY BRIDGE THE GAP**

Are you looking to make a profound impact in a community-based organization? BTG strives to create education equity in Marin City and other communities in Marin County. BTG's programs are successful and driven by data and continual improvements. Other benefits include working with an outstanding team and wonderful community partners. The most important thing for you to know about is the opportunity that BTG provides to support youth for their future goals. [Learn more here.](#)

## **TO APPLY**

BTG is an equal opportunity employer and all qualified candidates are encouraged to apply. For immediate consideration, please email your resume and cover letter to [Stacy Nelson & Associates-Leadership Search Partners](mailto:Stacy.Nelson@stacy-nelson-and-associates.com) at [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com).