



POSITION DESCRIPTION

Title: Development Coordinator
Classification: Exempt
Work Schedule: Full-time 40 hours per week to be scheduled Monday-Friday between 8:30am-5:00pm
Report to: Executive Director
Work Site: The Bridge Center, Bridgewater, Massachusetts

PRIMARY FUNCTION:

Under the supervision of the Executive Director, the Development Coordinator is responsible for the coordination of all fundraising and grant writing of the Bridge Center, as well as assist with the development and implementation of marketing materials and public relations activities for the organization.

RESPONSIBILITIES:

- Create and manage a detailed **Grant Calendar** identifying request type (capital, program, operating), submission deadlines, reporting requirements and probability of success. Adherence to meeting deadlines and exceeding a focus/goal of \$200,000 per fiscal year.
- Adhere to and maintain an updated **Events Calendar** with monthly communication to fellow staff members to collaborate and report results during the staff meetings.
- Coordinate the planning, implementation and follow-up for all fundraising events including Comedy for Kids, Golf Classic, Wine & Cheese, etc.
- Develop and maintain event databases and registration information using GiftWorks, Constant Contact, MS Excel, and other data management resources.
- Manage all aspects of event committees and volunteer coordination, including but not limited to committee meetings, committee/volunteer assignments, event planning & timeline, and team/stakeholder/sponsor acknowledgement.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
- Responsible for the development and fulfillment of the events and their budgets.
- Oversee procurement of live auction, silent auction, raffle prize and in-kind donation solicitations for each event.
- Coordinate logistics of event ticket sales and attendee registration.
- Supervise event contractors and secure the appropriate estimates, contracts and receipts.
- Annually coordinate the development and implementation of marketing plans and materials, including brochures, fact sheets, flyers, emails, advertisements, posters, signage, postcards and direct mail.
- Coordinate maintenance and updating of website with internal team.
- Coordinate social networking with internal team
- Enhance professional and technical knowledge by attending educational workshops as needed

MINIMUM QUALIFICATIONS:

- 1-3 years of experience in marketing/event management plus two years of college coursework and/or an Associate's Degree (Bachelor's degree preferred) OR 5+ years of experience in marketing/event management
- Successfully complete pre-employment background checks (CORI/SORI);
- A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders;
- Responsible, dependable, tenacious, and problem solver;
- Excellent interpersonal, oral and written communication skills;
- Exceptional ability and aptitude to:
 - Collaborate to achieve The Bridge Center mission;
 - Enact and uphold TBC values; and
 - Adhere to TBC Employee Policies & Procedures.

SPECIALIZED SKILLS REQUIRED:

- Demonstrated high level of organization and knowledge of event planning practices.
- Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment;
- Ability to use computer to support workplace communications and accomplish work tasks; and
- Proficiency in Microsoft Word, Excel, Powerpoint, Publisher and Outlook; and the Internet.

HIGHLY DESIRABLE QUALIFICATIONS:

- Good working knowledge of developmental and physical disabilities in youth, teens and adults; and
- Proven knowledge and understanding of therapeutic recreation programs.

ENVIRONMENTAL AND WORKING CONDITIONS:

This position requires the ability to perform work in a highly interactive environment.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Effectively communicate with a variety of audiences in various settings.

COMPENSATION:

\$36,000-\$45,000 annually based on qualifications. Professional development opportunities are available contingent upon funding and approval. This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

All interested candidates should send their cover letter and resume to:

Jaclyn Ross
Executive Director
The Bridge Center
470 Pine Street Bridgewater, MA 02324

Or email all documents to JRoss@thebridgectr.org

Position open until filled.