



## 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. Nights and weekends as needed for events and Board Meetings.  
**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 cultivation and acquisition of individual, corporate, and foundation donors who align with The Bridge Center's mission.

### PRIMARY RESPONSIBILITIES:

- Lead and manage overall development efforts to raise in excess of **\$500,000** annually.
- Assist in the implementation of a comprehensive marketing and public relations strategy.
- Support the cultivation, acquisition, and stewardship of corporate and foundation donors who align with The Bridge Center's mission, programs, and special projects.
- Develop and grow The Bridge Center's individual donor base.
- Arrange and attend meetings with current and prospective donors.
- Oversee and manage The Bridge Center's annual giving campaign.
- Apply for grant funds from corporate and foundation sources.
- Coordinate the planning, implementation, and follow-up for all fundraising events including The Bridge Center's annual Golf Tournament, Comedy Night, and small quarterly events on campus.
- Assist with creating budgets based upon anticipated fundraising results.
- Manage and oversee the communication and planning between The Bridge Center and its board members, in coordination with the Executive Director.
- Serves as the liaison between staff, board members, and volunteers regarding campaigns.
- Represent The Bridge Center and its mission in various settings such as events, meetings, conferences, and workshops to expand working knowledge and networks.

### MINIMUM QUALIFICATIONS:

- 3+ years of experience in development, marketing, and/or event management.
- Bachelor's degree in a related field OR 5+ years of experience in development, marketing, and event management.
- Successfully complete pre-employment background checks (CORI/SORI/NSOPW).
- Comfortable speaking to large groups on behalf of The Bridge Center.
- Excellent interpersonal, oral and written communication skills.
- Exceptional ability and aptitude to:
  - Collaborate to achieve The Bridge Center mission
  - Enact and uphold TBC values
  - Adhere to TBC Employee Policies & Procedures



**COMPENSATION:**

Starting salary of \$45,000-\$55,000, based on experience. 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 employees are employees at will.

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

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

Or email all documents to [JRoss@thebridgectr.org](mailto:JRoss@thebridgectr.org)

Position open until filled.