



TITLE: Development and Events Coordinator

LOCATION: Bridgewater, MA

WORK SCHEDULE: Full-time; 40 hours per week Monday-Friday. Nights and weekends as needed.

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

The Bridge Center specializes in affordable, year-round therapeutic recreation and equine therapy programs for individuals with disabilities. All programs are instructed by skilled staff and are designed to meet the social, emotional, and physical goals of participants. Through innovative programming, The Bridge Center encourages independence and seeks to improve participants' quality of life.

POSITION DESCRIPTION

The Development and Events Coordinator is a dynamic and creative professional fundraiser responsible for securing new sponsors and income, executing fundraising programs and events, developing relationships and growing The Bridge Center's business within the community. This position is also responsible for gift processing, donor acknowledgement and recognition, documentation, reporting, and other responsibilities related to donor stewardship. The DEC works closely with The Executive Director and the Board of Directors in all development and fund raising endeavors.

Development Responsibilities

- Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization
- Develop an annual income and expenditure budget for the fund development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
- Develop policies and procedures for development which reflect ethical fundraising practices
- Implement the fund development plans in accordance with ethical fundraising principles
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Maintain existing and build new sponsor relationships through effective communication
- Convert new sponsors into committed supporters through identification of shared goals and values.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Manage all donor recognition materials including notes, cards, newsletters, etc.
- Coordinate and produce all reports, mailing lists, mailing labels, donor lists for appeal letters and other correspondence.
- Provide timely and accurate projections to the Executive Director
- Responsible for generating and sending end of year tax letters
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

Event Responsibilities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Oversee and coordinate meetings, activities, and records for all event fundraising committees.



- Identify prospects to obtain event sponsors and secure sponsor with committee.
- Identify and solicit prospects for auction items.
- Create and maintain vendor relations
- Develop and manage fundraising event budgets
- Assemble event materials and collaterals
- Plan, organize, and coordinate logistics for meetings, cultivation, and fundraising events.
- Coordinate the recruitment of volunteers and organize volunteers for the event.
- Ensure accurate record keeping.
- Assist with coordination and execution of development events including but not limited to small-scale fundraising and “friend”-raising events.
- Maintain guest lists and registration materials

Communications/Marketing

- Assist with social media, web, and email updates
- Establish and implement policies and procedures for volunteer-led fundraisers/donor cultivation events
- Develop and provide marketing collateral
- Maintain photo and other media files/marketing materials

QUALIFICATIONS

Education

- Bachelor’s Degree or higher in fundraising, marketing, and public relations.
- A certificate in Fundraising Management
- 4-6 years of significant fundraising experience
- Certified Fund Raising Executive (CFRE) designation preferred

Skills and Abilities

- Knowledge of the Philanthropy’s Ethical Fundraising and Financial Accountability Code
- Proficiency in Microsoft Word, Excel, PowerPoint, and Publisher.
- Database management experience – Gift Works preferred.
- Ability to work independently with little supervision
- Excellent written and interpersonal skills

Personal Characteristics

- Interest in advocacy for individuals with disabilities, therapeutic recreation, providing opportunities for individuals with disabilities.
- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.



COMPENSATION

Salary based upon experience. This position is classified as exempt and 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 a 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