



Senior Grants and Contracts Manager

Our New VISION All youth feel safe, accepted, and supported.

Our New MISSION The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

Our New VALUES

Patience - We give space for youth to make decisions on their own timeline in their own way.

Love and Caring - We believe in acceptance, empathy, and non-judgment.

Communication - We engage in intentional dialogue to understand each other's truths.

Integrity - We actively learn, grow, and change to align our actions in equity and justice.

Co-Creation - We seek connection to amplify the voice of youth and each other.

Community - We stand together for youth and for each other.

Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, The Bridge has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

The Senior Development Manager is a member of the strategy and development team, and a member of the management team at BFY. This position conducts the full range of activities required to seek, secure, and manage grants and contracts from government entities, foundations, and corporations. This position partners in development efforts related to fundraising campaigns and annual appeals, as well as donor prospecting, engagement, and stewardship of all levels, including major giving. The Senior Development Manager collaborates in a strategic co-creative manner with peer Engagement Manager to integrate above development strategies with donor engagement through events, volunteering, and in-kind giving.

Position Information

Position: Senior Development Manager

Job Type: Full-Time

Classification: Exempt

Reports to: Development Director

Posting Date: May 3, 2023

Closing Date: Open until filled

Compensation: \$66,000 – 76,000 annually

Benefits Information

- Competitive health, dental, vision and ancillary benefits
- Company paid life insurance and long-term disability
- 403b (immediate contribution and vesting) with up to 4% match after one year of employment
- Up to 20 days of PTO first year of employment, in addition to 15 paid holidays
- Pet friendly

We ask all staff to:

- ✓ Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs
- ✓ Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY
- ✓ Leads in building upon and strengthening a culture of establishing and nurturing relationships
- ✓ BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so

Key Responsibilities

- Conduct the full range of activities required to seek, secure, and manage grants and contracts from government entities, foundations, and corporations
- Oversee the management of grants and contracts, including application, renewal, reporting, and site visits; collaborates with administrative, evaluation, and program teams in this process
- Prepare annual development calendar and engage teams to implement; Prepare and produce monthly status reports and relevant calendars / timelines to the executive team related to development activities
- Partner with development team to design and implement fundraising campaigns and annual appeals; team partners with marketing firm execute development strategies
- Partner in a strategic co-creative manner with peer Engagement Manager to integrate above development strategies with donor engagement through events, volunteering, and in-kind giving
- Collaborate with team to implement strategic social media communications to advance fundraising and engagement goals

Administrative Duties

- Participate in internal and community meetings and workgroups as scheduled
- Supervise and support internal grant writer and other direct reports as identified
- Identify, implement, maintain and coordinate professional development training and support growth opportunities for direct reports
- Convene team regularly to plan, collaborate, provide supports, mentorship, and consultation; hold weekly or biweekly check ins with individual team members
- Conduct applicant screening, interviewing, and hiring as needed; conduct employee performance reviews and stay interviews
- Report regularly and seek consultation from Development Director and Executive Director
- Participate as expert in strategic and annual planning and advance the plans as it pertains to development
- Contribute to annual budgeting process for program; manage development expenses to budget
- Additional duties as assigned

Technology Skills Required

- Proficiency in record keeping in a digitized environment
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, One Drive, Planner, Notes)
- Equipment used: computer, electronic mail system, telephone, and cell phone
- Hands on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods
- Hands on knowledge of utilizing social media to advance the mission of a nonprofit

Working Hours

- Hours are generally Monday through Friday business hours but may vary based on organizational needs; flexible schedule, including some nights and weekends

Qualifications

- Minimum of 3-5 years of progressively responsible experience in managing development and fundraising activities as outlined in this position description in a similarly situated nonprofit
- Demonstrated success management of government funding, such as county, state, federal contracts
- Demonstrated success in grant writing of corporate and foundation grants, including leading and guiding a team through the grant application processes
- Demonstrated success in prospecting and stewarding donor relationships, including major gifts
- Demonstrated success in managing staff and teams in a collaborative, strengths-based approach
- Passion for and commitment for the BFY vision, mission, youth voice, racial justice, and equity
- Lead with a high level of confidentiality, boundaries, ethical standards, and conduct
- Strategic and forward-thinking, problem solving, communication, time management, decision making, organizational skills, and ability to work with others internally and externally
- Ability to communicate and build, strong effective working relationships with people across the organization and in the community
- Must clear a background check
- Must be able to travel within the Twin Cities metro either with public transportation or personal vehicle, satisfactory driving record and required insurance limits of \$100,000/\$300,000 per accident
- Must have excellent written and verbal skills
- Ability to stand / sit prolonged periods...

To Apply

Submit cover letter, references and resume to resume@bridgeforyouth.org

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.