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## Director of Individual Giving

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### Our Mission

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.

### Our 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-judgement.

*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.

### Our Commitment to Racial Justice & Equity

### Position Information

<b>Position:</b> Director of Individual Giving	<b>Job Title:</b> Full-Time
<b>Classification:</b> Exempt	<b>Reports to:</b> President
<b>Posting Date:</b> 11/22/24	<b>Closing Date:</b> Open until filled
<b>Compensation:</b> Salary commensurate upon experience	
<b>Location:</b> 80% off-site with occasional need for more frequent on-site work	
<b>Working Hours:</b> Mostly daytime hours with occasional evening and weekend hours to prioritize the needs of donor and community meetings, activities, and events.	

### Position Overview

For over 50 years, BFY 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 and culturally-responsive programs that offer a pathway out of homelessness, including the most marginalized – minors, BIPOC, LGBTQ+, young families, and SEY.

The Director of Individual Giving plays a crucial role in advancing The Bridge for Youth’s mission and leads the significant growth of the organization’s resources to invest in strategic growth, such as young families’ program and housing expansion, staff holistic well-being, youth voice and leadership, and racial justice and equity.

Working closely with the President, advancement and finance teams, and Board of Directors, the Director is responsible for overall individual philanthropic giving goals by developing and implementing strategies and tactics for significant growth in individual giving, including major gifts. The Director is responsible for developing solicitation plans for strategic individual donor cultivation and implementing these activities to grow current and prospective giving, including

annual gifts, special campaigns, stock gifts, bequests, matches, legacy giving, and multi-year gifts. Further, this position leads a partnership with the President, board of directors, and consultant to launch a [capital campaign](#) to meet the goals of the strategic plan. The early activities of the campaign are anticipated to begin in 2025. Finally, the Director plays a critical collaborative role in the comprehensive strategies and success of annual development plan.

### Benefits Information

- Competitive health, dental, vision, and ancillary benefits.
- Company-paid life insurance and long-term disability.
- 403b (immediate contribution & vesting) with up to 4% match after one year of employment.
- Up to 4 weeks 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.
- Lead 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

#### Donor Cultivation and Stewardship:

- Identify, cultivate, and solicit major gift prospects, including prioritizing individuals, but also supporting and collaborating the advancement team in foundations and corporations, to secure significant financial support.
- Plan and execute donor cultivation events, including donor recognition dinners, exclusive tours, and other engagement opportunities, to deepen relationships with stakeholders and provide them with meaningful experiences tied to the mission of Yellowstone.
- Develop and maintain strong relationships with existing donors, providing exceptional stewardship and engaging them in the organization's mission.
- Create personalized cultivation strategies tailored to donors' philanthropic interests and capacity.
- Regularly meet with donors, both individually and in group settings, to share updates, discuss impact, and seek additional support.

#### Major Gifts Fundraising:

- Develop and implement a comprehensive fundraising strategy to meet and grow annual revenue goals and ensure the long-term financial sustainability.
- Prepare compelling proposals, grant applications, and other materials for soliciting major gifts, showcasing the impact and effectiveness of programs and initiatives.

- Collaborate with the development team to coordinate major gift campaigns, ensuring effective donor recognition and acknowledgment.

#### Prospect Research and Pipeline Management:

- Conduct thorough research to identify potential major gift prospects, assessing their capacity, interests, and connections to The Bridge for Youth.
- Build and maintain a robust pipeline of prospective major donors, tracking interactions and progress through the donor cultivation cycle.
- Utilize donor management systems and databases to record accurate and up-to-date donor information, interactions, and solicitation strategies.

#### Collaborative Engagement:

- Collaborate closely with the development team, executive leadership, and board members to align individual giving strategies with organizational goals and priorities.
- Provide support and guidance to staff, volunteers, and board members involved in individual giving cultivation and solicitation, including major gifts and sponsorships.
- Represent The Bridge for Youth at external events, conferences, and networking opportunities to expand the organization's visibility and donor base.

### Qualifications/ Required Skills

#### Required

- Minimum of 7 years of experience in individual giving fundraising or related roles, preferably in a nonprofit setting with similar mission and organizational budget size of over \$5 million
- Success in managing a capital campaign that led to the completion of the project
- Bachelor's or master's degree in non-profit management, marketing, communications, business, or related field (preferred)
- Must clear a background check
- Must have a valid driver's license, satisfactory driving record and insurance limits of \$100,000/\$300,000

#### Competencies & Attributes

- Highly organized, detail-oriented, and able to manage multiple priorities and deadlines
- Strong relationship-building skills with the ability to engage and inspire donors, board members, and other stakeholders
- Excellent communication skills, including writing, proofreading skills, and speaking
- Proven track record of successfully cultivating and soliciting major gifts from individuals, foundations, or corporations
- Ability to accomplish projects with little supervision
- High expectations for quality
- Ability to work evenings and weekends
- Self-motivated, self-directed, and a quick learner
- Ability to manage multiple priorities in a fast-paced, dynamic setting; meets deadlines
- Practices sound judgment and demonstrates cultural competency in communicating with diverse audiences, especially around current racial, socioeconomic, and political climates
- Collaborates with advancement team members to meet shared objectives

### Technical Skills

- Proficiency in using donor management software and databases for tracking and reporting
- Proficiency in Microsoft Office applications including Outlook, Teams, SharePoint, Excel, Word, and PowerPoint

### To Apply

Submit cover letter, references, and resume to **[resume@bridgeforyouth.org](mailto: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 hiring process, but also to recruitment, promotion, transfer, compensation, layoff, and termination. We are further committed to taking affirmative action to ensure our employment opportunities are accessible to individuals who meet the qualifications conducive to available positions, and we encourage all interested jobseekers to apply. EEO/AA.*