



Director, Grants and Development

The Bridge Fund of New York Inc. is a private, nonprofit organization that prevents homelessness and hopelessness by providing a combination of services and modest financial assistance to working-poor families and individuals in imminent danger of eviction. The program also serves retirees and Veterans and promotes best practices in the homelessness prevention field. It also celebrates a culture of excellence and, as such, seeks a bright and highly motivated individual to work full-time as Director, Grants and Development. This is a new role in our organization, and this individual would work in conjunction with the Executive Director and management staff. The Bridge Fund currently has a \$4 million annual operating budget and 17 employees and volunteers in Westchester County and New York City.

Responsibilities

- Develop and execute strategies for identifying, cultivating, and soliciting new foundation, government, corporate, and individual donors
- Write and submit grant proposals and LOIs, ensuring compliance with funder guidelines and deadlines
- Create written content to support program priorities, including organizational case statements, briefing decks, concept notes, applications, and questionnaires
- Maintain a grant tracker indicating renewals, reports, proposal deadlines, and other key information
- Assist senior staff in building infrastructure for collecting, analyzing, and reporting on organizational metrics
- Maintain accurate donor information in Aplos
- Ensure financials, donor privacy statement, and other information is current and accurate on our website and external sites like Candid and Charity Navigator
- Keep current on emerging philanthropic trends
- Cultivate community relationships that further the interests of The Bridge Fund
- Assist with special projects, as needed

Key Competencies

- Excellent writing, oral communication, and critical thinking skills
- Strong project management, implementation, and organizational skills
- Exceptional attention to detail and ability to gracefully meet multiple goals and manage tight timelines
- An action-oriented, adaptable, and innovative approach to work
- High level of professionalism, integrity, accountability, and judgment

- Excellent research and prospecting skills, including identifying and building new relationships
- Ability to work both collaboratively and independently

Technical Skills

- MS Office - Proficiency in Word, Excel, PowerPoint, and Outlook
- Knowledge of database systems and the internet

Education and Experience

The successful job candidate should have at least five years of direct experience in grant writing, with proven knowledge of various funding streams and success in securing gifts through the grant writing process. A bachelor's degree is required as well as proficiency in utilizing Customer Relations Management (CRM) databases. Preference given to candidates holding a Grant Professionals Certification (GPC) or a related certification, demonstrating a commitment to excellence in the field. The Bridge Fund is an equal opportunity employer and welcomes candidates from diverse backgrounds. The program offers a competitive benefits package that includes health benefits, generous PTO and holiday schedule, life insurance, and tuition assistance.

Salary Range: \$85,000 - \$105,000 annually. The Salary Range is an estimated range, based on factors unique to each candidate, including but not limited to experience, skill set and completed education.

Email resume and cover letter to Colleen Doern, Director of Operations, at cdoern@thebridgefund.org

Submission deadline: Friday, July 19, 2024