



DEVELOPMENT COORDINATOR

The mission of Bridges for the Deaf and Hard of Hearing is to serve an empowered and united community in which the Deaf, deaf, hard of hearing, and hearing equally participate and are equally valued. We envision a world without barriers in which potential is unlimited and self-realization is possible. That's been our commitment for 90 years, and we are as dedicated to this purpose today as we were in 1927. We currently serve Middle Tennessee, northern Alabama, and southern Kentucky. We are expanding to serve Shelby and surrounding counties in West Tennessee.

Position

The Development Coordinator (part-time), reporting to the Director of Development, will be a strategic and critical support to our Development department, assisting with a variety of responsibilities, including but not limited to special events, community events, mailings, social media campaigns, major gifts coordination, and database management. The successful candidate will be a strategic thinker, personable and outgoing, motivated, creative, flexible, and high energy.

Responsibilities

- Support the Development Director on all major fundraising initiatives.
- Actively work with the Development Director to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Assist with development and execution of all proposals; write and archive assigned proposals with a long-term relationship-management approach.
- Research funding sources and trends, with foresight, to help position Bridges ahead of major funding changes or trends.
- Monitor all donor information; provide and present statistical analysis to Development Director.
- Create reports on the progress of the development program.
- Assist with all special events and special campaigns.
- Other duties as assigned.

Qualifications

- Demonstrated success in a development function.
- Flexible and adaptable style.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others within and outside Bridges.
- High energy and passion for Bridges' mission is essential.
- Ability to construct, articulate, and implement proposals.
- Client focus.
- Conversational fluency in ASL or willingness to learn within the first year of employment
- Willingness to learn.

- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- A creative mind with an ability to suggest improvements.
- Personal qualities of integrity, credibility, and dedication to the mission of Bridges for the Deaf and Hard of Hearing.
- Strong sense of professionalism, self-awareness, respect, courtesy, common sense, humor, and grit.

To apply, please submit a cover letter, resume, and references to info@bridgesfordeafandhh.org. Applicants will not be considered unless all requested elements are provided. No phone calls please. Review of applicants will begin on 9 August 2019, and continue until the position is filled.