

BRIDGERCARE – POSITION DESCRIPTION

All Bridgercare employees contribute significantly to providing excellent, affordable reproductive and sexual healthcare and education in a safe, supportive, empowering atmosphere. This position description outlines primary qualifications, duties and job scope but does not limit the employee or Bridgercare to just the work described. It is our expectation that employees will perform all necessary functions at appropriate times and circumstances so that Bridgercare excels in accomplishment of our mission.

Position Title: **Development Assistant**

POSITION SUMMARY

The Development Assistant helps the Development Director organize and implement fund development and public relations activities at Bridgercare and reports directly to the Executive Director, who will incorporate administrative team feedback with respect to the Development Assistant's performance review.

POSITION RESPONSIBILITIES

1. Assist Development Director to develop, implement, update and report to Administration and the Board on the annual Fundraising and Communication plan to meet annual revenue goals for Bridgercare.
2. Coordinate with Development Director to ensure that all development and communication activities are integrated by use of an annual calendar.
2. Coordinate with Development Director and Program Coordinator to manage fundraising and communication databases, process donations and prepare acknowledgement letters and other donor communication.
3. Assist in building and promoting a sophisticated, consistent brand image which raises public awareness of Bridgercare's mission and services to a variety of target groups (patients, supporters, donors, community agencies, MSU, schools and the community at large).
4. Seek and utilize a variety of creative communication and marketing tools and strategies to engage the groups above.
5. Develop, manage, implement and report results of special events to raise funds and further relationships with clients, donors and constituents.
6. Assist Development Director to coordinate production and distribution of appeals and media materials.
7. Build relationships by promoting projects and services to the public, expanding knowledge of Bridgercare's mission and scope in our service area (Gallatin, Park and Madison counties) and soliciting potential donors.
8. Meets annual obligations for the Montana Shares workplace giving program.
9. Coordinate with Development Director to seek out, assess, and apply to grant opportunities by preparing proposals, writing narratives, gathering necessary documentation. Track grant deadlines and outcomes.
10. Review development activity with Development Director to assess effectiveness bi-annually and adjust if necessary.
11. Participate in fundraising and marketing related meetings and committees, record notes and follow up as needed. Participate in agency staff meetings, trainings and Board meetings at the request of the Executive Director or Development Director.
13. Grow fundraising knowledge base by participating in high quality professional continuing education.
14. Coordinate activities of fundraising and outreach volunteers and interns.

Other duties and responsibilities as assigned by the Associate Director.

Additional Responsibilities

1. Behave professionally at all times and manage conflict quickly, directly and respectfully.

Skill and Attitudes

1. Commitment to Title X program goals and philosophy.
2. Ability to work effectively and sensitively with a diverse and limited resource population.
3. Ability to work calmly and effectively under pressure.
4. Ability to work in a team and to share responsibilities and duties.
5. Ability to resolve interpersonal conflict in a straightforward and timely manner.
6. Ability to set priorities, be organized and a self-starter.
7. Ability to be friendly, empathic and communicate clearly orally and in writing.
8. Ability to treat staff, patients and community members respectfully.
9. Ability to efficiently navigate technology.
10. Ability to preserve privacy and confidentiality.
11. Ability to receive client complaints and assist in providing timely resolution.
12. Ability to contribute to a positive functional workplace culture.

QUALIFICATIONS

Minimum requirement of a bachelor’s degree or equivalent experience. Experience in philanthropic development, communications, public relations or a related field and two (2) years’ progressively responsible experience in development and/or communications is preferred. Nonprofit experience is preferred.
 Has a valid MT Driver’s License, reliable transportation and motor vehicle insurance as required by the State of Montana.
 Ability to work a flexible schedule, including evenings and weekends approximately 10 – 20 % of the time.
 Ability to travel throughout Bridgercare’s service area (Gallatin, Madison, and Park counties).
 Total work time involving travel = about 10 % of the time.

Physical Requirements for the position:

Requires some physical exertion such as bending, lifting, and holding supplies weighing up to 30 pounds.
 Requires manual dexterity to operate technology used for operations.
 Requires ability to speak and hear clearly for communication with clients, staff and community members.
 Requires ability to see to travel to event locations and use presentation technology.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing		X	
Walking	X		
Speaking/Hearing			X
Seeing/Ability to distinguish colors			X
Hand/Wrist Work (i.e. Keyboarding)			X
Pushing/Pulling		X	
Grasping		X	

Fine Manipulation		X	
Reaching		X	
Bend	X		
Kneel	X		
Squat	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10.2021