



**BRIDGEWAY  
CAPITAL**  
Connect Opportunity with Capital

PITTSBURGH  
707 Grant Street  
Suite 1920  
Pittsburgh, PA 15219  
T 412.201.2450  
F 412.201.2451

ERIE  
1001 State Street  
Suite 1400  
Erie, PA 16501  
T 814.451.1172  
F 814.451.1150

UNIONTOWN  
30 E. Main Street  
Suite 200 E  
Uniontown, PA 15401  
T 412.930.0511  
F 412.201.2451

## **Assistant Director of Development & Strategy Bridgeway Capital Pittsburgh, PA**

---

### **ABOUT BRIDGEWAY CAPITAL**

Bridgeway Capital is a social impact lender that focuses on equitable economic growth in underserved areas by providing impact-driven lending and programs to grow businesses and revitalize places. A nonprofit alternative to banks, Bridgeway lends to small businesses, nonprofits, and real estate projects that have a positive community impact. More than a lender, Bridgeway is a partner for business growth that prepares entrepreneurs to be capital ready and builds their capacity through business assistance programs. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information, visit [www.bridgewaycapital.org](http://www.bridgewaycapital.org).

### **JOB SUMMARY**

The Assistant Director of Development & Strategy has two main responsibilities. First, assisting in the organization's grant writing and reporting functions that capitalize and sustain its \$8 million operating budget and + \$25 million annual loan deployment. Second, collaborating with all levels of the organization to identify, operationalize, and evaluate strategic initiatives. This role is a full-time position. The Assistant Director of Development & Strategy reports to the Director of Development.

### **PERSONAL PROFILE**

The Assistant Director of Development & Strategy must be a results-oriented leader, collaborator, and problem solver able to bridge competing interests to bring favorable results to strategic efforts. A strong commitment to Bridgeway's mission, vision, and values is essential.

### **JOB RESPONSIBILITIES**

#### **Strategic Initiatives Responsibilities**

- Provide project management oversight to shepherd new, developing, and ongoing strategic initiatives included in the 2021-2025 Strategic Plan goals and project manage Senior Staff's preparation of Bridgeway's 2026-2030 Strategic Plan.
- Research and develop evidence-based frameworks to ensure strategic initiatives will produce desired outcomes.
- Set project goals and success frameworks against which initiatives will be evaluated. A working knowledge of theory of change, logic models, and performance management will contribute to successful implementation.
- Manage internal resources, including budgets, to complete projects.
- Communicate key milestones. Benchmark Bridgeway against peer organizations to continue to learn and refine best practices in CDFI impact.

- Serve as Bridgeway's primary point of contact with external research partners and consultants to ensure workflows stay on schedule, scopes of work are achieved, and desired outcomes are met.

### **Grant Writing and Reporting Responsibilities**

- Participate in the organization's efforts to secure grant capital.
- Work with the Director of Development and other management to craft funding requests for new initiatives that align with the organization's mission and appeal to funders.
- Perform market and socioeconomic research to demonstrate the need for new programs and products.
- Produce narrative and budget grant reports demonstrating the impact of Bridgeway's financial products and business education programs.

### **Impact Management Responsibilities**

- Implement a mission-based performance system to help the organization monitor and achieve its work's social outcomes and to communicate impact to investors.
- Track Key Mission Indicators; dollars lent to entrepreneurs, small business revenue growth, or number of jobs created.
- Ensure alignment between organizational performance and requirements of investors, including foundations, banks, and state and federal agencies.
- Communicate investor expectations to team members to ensure the organization understands requirements and can meet performance benchmarks.
- Monitor ongoing compliance with grant and investor performance requirements.

### **Community Outreach and Partnership Development Responsibilities**

- Build positive relationships with community leaders from all relevant sectors of Bridgeway's geographic service area.
- Coordinate meetings to convene meetings with key stakeholders that will participate in or be served by Bridgeway's strategic initiatives.
- Prepare meeting agendas, slide decks, and other collateral to ensure meetings are productive, inclusive, and professionally run.
- Coordinate, when appropriate, with Bridgeway's Communications Team to ensure that meetings or other events are appropriately publicized.
- Participate in relevant professional associations to represent Bridgeway within the communities and industry sectors we serve.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree required; master's degree preferred.
- 5-7 years of relevant experience in a nonprofit organization; demonstrated success in a development and/or project management position.
- Proven track record of proactively identifying and preparing grant proposals that result in awards of \$100,000 or more.
- Proven project management experience in a nonprofit, community development, or economic development context.
- Big picture thinking with attention to detail and excellent follow-through.
- Familiarity with Western Pennsylvania funding community and economic development nonprofits is a plus.

- Strong collaborator with exceptional interpersonal communication skills.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to manage and meet competing strict deadlines.
- Superior written communication skills.

## **COMPENSATION**

Competitive salary in the range of \$67,000-\$70,000, determined by level of experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance, a retirement plan, flexible spending accounts, and paid time off, including paid parental leave.

Bridgeway Capital currently uses a hybrid work model. Staff are expected to be in the office three days a week.

## **APPLY**

Interested candidates should submit a 1) resume and 2) cover letter that explains why the candidate is interested in working at Bridgeway Capital and outlines how the candidate's skills and experience meet the qualifications of this position. Send materials to Dawn Seckler, Director of Development, at [dseckler@bridgewaycapital.org](mailto:dseckler@bridgewaycapital.org) and please put "Assistant Director of Development and Strategy" in the email subject line.

Shortlisted candidates may be asked to submit additional materials and references.

## **JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS**

This position may require working from Bridgeway's various office locations and across Bridgeway's markets. Commuting and attendance at meetings with prospects, clients, colleagues, and community events may also be required. Candidates are expected to have access to consistent personal transportation. Driver's license and personal vehicle are preferred.

This position has both in-office and remote hours. The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions.

The position may include additional responsibilities not listed in the job description. The job posting is not intended to create nor be construed as an express or implied contract of employment. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion.

**Equal Opportunity Lender, Provider, and Employer | TTY/TDD 800.654.598**