



BRIDGEWAY CAPITAL

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Assistant/Associate Director of Development Bridgeway Capital Pittsburgh, PA

ABOUT BRIDGEWAY CAPITAL

Bridgeway Capital is a social impact lender focusing 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 with 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.

JOB SUMMARY

The Assistant/Associate Director of Development (title will be determined based on experience level) has two primary 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. The Assistant/Associate Director of Development will contribute to achieving the organization's fundraising goals. The Assistant/Associate Director will also collaborate with teams across the organization to identify, operationalize, and evaluate strategic initiatives. The Assistant/Associate Director of Development reports to the Managing Director, Strategy & Development.

Bridgeway Capital currently uses a hybrid work model. Full-time positions like this one work in the office two days a week. The number of days in the office is subject to change.

PERSONAL PROFILE

The Assistant/ Associate Director of Development must be a results-oriented and collaborative 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, as is establishing and maintaining effective working relationships with Bridgeway staff, community groups, partners, funders, and other stakeholders.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

ALL KNOWLEDGE, SKILLS, AND ABILITIES ARE REQUIRED UNLESS NOTED AS "PREFERRED"

Strategic Initiatives Responsibilities

- Provide project management support 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 the 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.

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- 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 Managing Director, Strategy & 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 reports that demonstrate the impact of Bridgeway's grant-funded activities.

Impact Management Responsibilities

- Collaborate with the Grant Impact and Compliance Manager on a mission-based performance system to help the organization monitor and achieve its work's social outcomes and communicate impact to investors.
- 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.
- Support the 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 and 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 our communities and industry sectors.

EDUCATION/EXPERIENCE

ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Bachelor's degree required; master's degree preferred.
- For the Assistant level, 3-5 years of relevant experience in a nonprofit organization; For the Associate level, 5-7 years of demonstrated success in a development and/or project management position.
- Experience overseeing the entire grant lifecycle.
- Proven track record of securing federal grants, especially from the CDFI Fund, U.S. SBA, Appalachian Regional Commission, Economic Development Agency, USDA, etc.
- Proven track record of securing 6- to 7-figure grants from philanthropic foundations.
- Proven project management experience in nonprofit, community, or economic development contexts.
- 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.

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- Excellent organizational skills and attention to detail.
- Demonstrated ability to manage and meet competing strict deadlines.
- Superior written communication skills.

COMPENSATION

Competitive salary will be determined by level of experience. The 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.

APPLY

Interested candidates should submit the following application materials to Dawn Seckler, Managing Director, Strategy & Development, at dseckler@bridgewaycapital.org. Please put "Assistant/Associate Director of Development and Strategy" in the email subject line.

1. Resume
2. A 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 for this position.
3. Two or three professional references. (Candidates will be alerted before references are contacted.)

Finalist candidates may be asked to submit additional materials.

JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS

The person in this position must 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. Occasional driving throughout western Pennsylvania is required, and candidates are expected to have a valid driver's license and easy and regular access to a car.

This job description is not all-inclusive and is not intended to create or be construed as an express or implied employment contract. 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.

Bridgeway Capital is an Equal Opportunity Employer. Bridgeway is dedicated to building a culturally diverse staff committed to working in a multicultural environment. Bridgeway values equality of opportunity, human dignity, and racial/ethnic and cultural diversity.

Bridgeway does not discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, programs, and activities.

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