



**BRIDGEWAY
CAPITAL**

PITTSBURGH
310 Grant Street
Suite 2800
Pittsburgh, PA 15219
T 412.201.2450
F 412.201.2451

ERIE
1001 State Street
Suite 1400
Erie, PA 16501
T 814.580.9284
F 814.451.1150

UNIONTOWN
30 E. Main Street
Suite 200 E
Uniontown, PA 15401
T 412.912.9928
F 412.201.2451

**Assistant /Associate Director of Development
Bridgeway Capital
Pittsburgh, PA**

ABOUT BRIDGEWAY CAPITAL

Bridgeway Capital is a social impact investor that focuses on equitable economic growth in underserved areas by providing impact-driven loans and business education programs to grow businesses and revitalize places. As 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

JOB SUMMARY

The Assistant/ Associate Director of Development (title will be determined based on level of experience) will assist 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 be a key contributor to achieving the organization's fundraising goals. The Assistant/ Associate Director will also collaborate with teams across the organization to report on grant-funded activities. This is a full-time position. The Assistant/ Associate Director of Development reports to the Managing Director, Strategy & Development.

PERSONAL PROFILE

The Assistant/ Associate Director of Development must be motivated by the opportunity to support equitable economic development by raising grants from philanthropic and government funders. The person in this role will have strong familiarity with grant writing and a willingness to continually develop their grant writing skills. The person in this role will have excellent internal and external relationship management skills, analytical and persuasive writing and oral communication skills, project management skills, and a demonstrated capacity to manage challenging and competing deadlines.

JOB RESPONSIBILITIES

Grant Writing and Reporting Responsibilities

- Work with the Managing Director, Strategy & Development and other management to craft funding requests for initiatives that align with the organization's mission and appeal to funders.
- Produce all aspects of grant proposal development for renewed and new scopes of work. This includes learning the evolving interests of funders; and framing and editing proposals to meet funders' interests.
- Monitor progress after grants are awarded; and anticipate and seize opportunities for providing funders with real-time updates.
- Oversee all aspects of preparing and submitting interim and final reports to funders. Produce narrative reports that demonstrate the impact of Bridgeway's grant-funded activities.

- Track, manage, and meet deadlines for funders in the portfolio and assure compliance with foundation requirements.
- Perform market and socioeconomic research to demonstrate the need for new

Impact Management Responsibilities

- Collaborate with the Grant Impact and Compliance Manager on a mission-based performance system to help the organization monitor and achieve the social outcomes of its work and to 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 grant-funded initiatives.
- Coordinate, when appropriate, with Bridgeway's Communications Team to ensure that grant-funded programs 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.
- Minimum of 3 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 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 \$58,000-\$70,000 range will be 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. Bridgeway requires that all staff be in the office two days a week, although managers may request that their team be in the office more frequently as

required to complete work efficiently. Number of days in the office is subject to change.

TO 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" in the email subject line.

- 1) Resume
- 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 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 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. 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 it is not intended to create or 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.

Bridgeway Capital is an Equal Opportunity Employer. Bridgeway is dedicated to building a culturally diverse staff that is 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 on the basis of 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.

Equal Opportunity Lender, Provider, and Employer TTY/TDD 800,654,598