



Job Description

Position: Director of Development

Department: Development

Status: Full-Time, Exempt

Reports To: President & Chief Executive Officer

Direct Reports: Development Associate

Salary Range: \$85,000 – \$125,000

Work Flexibility: Occasional remote work may be approved, in alignment with organizational needs and supervisory approval.

Last Revision: December 2025

Please complete application and submit resume and cover letter at lifebridgect.org/careers/.

Join our dynamic and diverse team of professionals making an impact!

LifeBridge Community Services is a trauma-informed, community-centered nonprofit committed to addressing the complex mental health and wellness challenges faced by youth, adults, and families in the Greater Bridgeport community. We provide trauma-informed services and promote collaboration and shared learning to maximize our impact. Our continuum of mental and behavioral health services includes talk therapy, clinical art therapy, school-based supports, youth development programs, and community education on the biology of trauma and the skills that foster regulation and resilience.

LifeBridge is committed to building a diverse, inclusive workplace where every team member feels a sense of belonging and is valued for their unique contributions. In all interactions—with clients, colleagues, partners, and community members—we strive to embody our core values: to be trauma-informed, respectful, transparent, collaborative, deliberate, and impactful.

Job Purpose

The Director of Development leads LifeBridge's donor pipeline development and portfolio management strategy and execution to support long-term growth and financial sustainability. Guided by community-centric fundraising principles, this role actively builds, manages, and advances a robust donor pipeline through structured prospect research, segmentation, targeted cultivation, solicitation, and stewardship across individual, major, corporate, and institutional donors.

This role is primarily accountable for building and advancing a healthy donor pipeline—identifying, qualifying, cultivating, soliciting, and stewarding donors using data-informed strategies, disciplined moves management, and consistent front-line engagement.

In addition, the Director of Development oversees LifeBridge’s broader fundraising strategy and execution, managing structured fundraising activities and revenue channels including annual giving, major gifts, institutional funding, corporate partnerships, and fundraising events.

The ideal candidate is a dynamic, self-driven fundraiser with an established network of philanthropic, corporate, and community relationships in Southwest Connecticut. This role requires a proactive “go-getter” who thrives in front-line donor engagement, is energized by building a culture of philanthropy, and is motivated by ambitious fundraising goals and measurable results.

This is a relational, front-line fundraising role that combines strategic leadership, donor portfolio ownership, and hands-on execution within a collaborative, mission-driven environment.

Key Responsibilities

Fundraising Strategy & Leadership

- Lead LifeBridge’s overall fundraising strategy in partnership with the President & CEO.
- Implement a multi-year donor acquisition and retention strategy with annual revenue targets that gradually grow unrestricted giving 143% over a 3–5 year period.
- Oversee a diversified fundraising program including:
 - Individual and major gifts
 - Corporate partnerships and sponsorships
 - Foundation and institutional grants
 - Government grants (in partnership with program and finance teams)
- Drive a results-oriented development culture grounded in proactive outreach, consistent follow-up, and measurable growth in donor engagement and revenue.
- Lead the strategy and writing of major grants and reports, working closely with program and finance staff to ensure accuracy, compliance, and timely submission.

Donor Pipeline Development, Portfolio Management & Moves Management

- Own and actively manage a portfolio of individual, major, corporate, and foundation donors and prospects with clear annual and multi-year revenue targets.
- Lead donor pipeline development, including:
 - Prospect research and qualification
 - Donor segmentation and prioritization
 - Strategic cultivation planning
 - Timely solicitation
 - Personalized stewardship and renewal
- Implement disciplined moves management, tracking touchpoints, next actions, timelines, and outcomes to advance donors through the pipeline.

- Use donor data, CRM insights, and local market intelligence to identify upgrade opportunities, re-engage lapsed donors, and increase donor lifetime value.
- Ensure each portfolio has:
 - Defined cultivation strategies
 - Regular, meaningful donor contact
 - Clear ask strategies and stewardship plans
- Oversee prospect research, donor segmentation, and qualification efforts, ensuring outreach strategies are tailored by capacity, affinity, engagement history, and community connection.
- Partner closely with the Senior Director of Mission Advancement and Communications to ensure donor-facing materials, campaigns, and messaging are aligned, timely, and compelling.

Board & Leadership Engagement

- Partner with the President & CEO to engage Board members in fundraising efforts.
- Support Board participation in donor cultivation, introductions, solicitation, and ambassadorship.

Campaigns & Annual Fundraising Event

- Coordinate LifeBridge's annual fundraising event in partnership with the Marketing & Communications team, overseeing event budget, logistics, sponsorships, and overall execution.
- Lead development strategy and revenue generation for the event, including sponsorship cultivation, donor and guest engagement, and revenue forecasting.
- Collaborate with Marketing & Communications on event messaging, materials, and promotion.
- Lead annual giving campaigns (direct mail, digital, and multi-channel) to support unrestricted revenue growth.
- Develop and manage campaign calendars, revenue goals, and timelines.

Development Operations & Systems

- Strengthen development systems, processes, and donor pipelines to support growth.
- Ensure accurate donor data management, reporting, and stewardship tracking.
- Oversee development operations and continuous improvement efforts.
- Ensure compliance with ethical, legal, and confidentiality standards in all fundraising activities.

Financial Oversight & Performance Tracking

- Develop and manage the development budget in partnership with the CEO and finance team.
- Monitor fundraising performance and adjust strategies to achieve annual revenue goals.
- Accountable for meeting revenue targets and ensuring development activities are aligned with clear KPIs, timelines, and accurate forecasting.
- Use CRM data and basic analytics to guide strategy, forecasting, and decision-making.
- Track and report on donor pipeline health, including:
 - Portfolio penetration
 - Number of qualified prospects

- Movement between pipeline stages
- Upgrade rates
- Donor lifetime value

Team Leadership

- Serve as a player-coach who leads by example, providing mentorship, guidance, and accountability to ensure the development team is equipped, motivated, and aligned to achieve fundraising goals.
- Foster a collaborative and accountable team environment that supports high performance.
- Support professional growth and capacity building within the team.
- Demonstrate trauma-informed leadership by modeling empathy, transparency, consistency, and respect; fostering psychological safety; and supporting staff wellbeing during day-to-day operations and periods of high demand.

Core Outcomes

Success in this role will be reflected by:

- Consistent growth and diversification of LifeBridge's philanthropic revenue, including unrestricted giving and major gifts.
- Expansion of the donor base within Southwest Connecticut's philanthropic community.
- High-quality, proactive stewardship that strengthens donor relationships, increases retention, and drives donor upgrades.
- Clear, predictable revenue forecasting and transparent performance reporting.
- Effective annual fundraising event and multi-channel campaigns.
- Improved development systems, pipelines, and donor engagement processes.
- Positive collaboration with staff, leadership, and Board.

Education & Experience

- Bachelor's degree in Business, Nonprofit Management, Communications, or a related field (or equivalent experience).
- 6–10 years of progressive nonprofit development experience, with a strong emphasis on front-line donor engagement and relationship-based fundraising.
- Proven success cultivating, soliciting, and stewarding donors within the Fairfield County/Southwest Connecticut philanthropic community; established local relationships strongly preferred.
- Demonstrated success managing donor relationships and contributing meaningfully to organizational revenue growth through individual, corporate, and institutional giving.
- Proven experience writing public and private grant proposals and reports, with strong writing and editing skills.
- Experience working closely with senior leadership and Boards on fundraising strategy, donor engagement, and revenue growth.
- Experience in organizations with comparable operational complexity and scale preferred.
- Familiarity with community-centric fundraising principles strongly preferred.

Skills & Attributes

- Ability to thrive in a fast-paced, entrepreneurial environment with evolving priorities.
- Strong interpersonal presence and confidence engaging donors, community partners, and

corporate leaders in a highly relational, outward-facing role.

- Demonstrated ability to own and grow a donor portfolio using disciplined moves management and targeted cultivation strategies.
- Strong comfort working donor files, analyzing giving patterns, and translating data and insights into action.
- Disciplined follow-through, ensuring clear next steps and accountability for every donor relationship and revenue target.
- Comfortable serving as a public representative of LifeBridge through meetings, presentations, events, and community engagement.
- Energetic, goal-oriented professional motivated by relationship-building, donor engagement, and closing gifts.
- Ability to manage multiple fundraising streams and priorities simultaneously.
- Strategic thinker with a hands-on, solutions-oriented approach.
- Strong organizational and project management skills.
- Working knowledge of donor databases, CRM systems, and Microsoft Office 365.

Confidentiality: The employee will be required to sign a confidentiality agreement and must adhere to all applicable federal and state confidentiality laws, including HIPAA for protected health information and FERPA (Family Educational Rights and Privacy Act) for student records. Violation of confidentiality requirements may result in disciplinary action up to and including immediate dismissal.

Physical Requirements & Work Environment: This position works in office, community, and partner settings and requires the ability to sit, stand, walk, lift up to 25 pounds, and travel locally. The work environment ranges from quiet office spaces to active community or program settings and involves regular interaction with staff, clients, and partners. This position requires occasional evening and weekend hours to accommodate donor meetings, cultivation events, and community engagements, reflecting the front-line fundraising nature of the role.

Disclaimer: The President & CEO may modify this job description based upon agency needs; may require the employee to perform functions beyond those mentioned; and may treat the employee as an at-will employee.