



Major Gifts Relationship Manager

Job Summary

The Major Gifts Relationship Manager is a full-time (40 hours per week) position that serves as a pivotal member of the Resource Development team, responsible for cultivating, soliciting, and stewarding long-term relationships with individual donors giving \$1,000 or more, deepening donor engagement and financial support for Bridge Communities' mission to end homelessness in our community. This role manages a portfolio of 130+ major donors and prospects where you will be charged with raising \$350,000+ from a portfolio of donors with a strong emphasis on **relationship-building, strategic cultivation, and stewardship.**

The Major Gifts Relationship Manager reports to the Director of Resource Development. This position works cross-functionally with all staff to ensure donors are meaningfully connected to Bridge's impact. The Major Gifts Relationship Manager serves on the Marketing and Development Board Committee and is expected to attend fundraising events sponsored by Bridge Communities.

The ideal candidate is goal-oriented, highly organized, persistent in outreach, and thrives in a fast-paced, mission-driven environment. This position is a hybrid work schedule with an office at our headquarters in Glen Ellyn; this position is expected to report to the office 3-4 days per week but will be out of office engaging with donors much of the time. There will be regular nights and weekends (4-6 per month) work requirements.

Agency Background

Founded in 1988, Bridge Communities (Bridge) is DuPage County's largest provider of transitional housing and supportive services for families facing homelessness. At present, Bridge owns and operates twenty-five apartment buildings in 7 DuPage villages, with 154 total apartments. Bridge serves over 100 families facing homelessness annually, with Program staff providing intake and referral, case management, employment coaching, children's services, family wellness programming, donated vehicles, oversight of volunteer mentors, and more in a two-generation model working to break the cycle of poverty for each family unit.

Bridge has a unique business model with faith-based and community-based organizations providing both financial support and volunteer mentors for families. Bridge values collaborations with community-based service agencies, businesses, and schools to provide holistic support to families with warm reception. A strong fundraising team that has created diverse funding streams and high donor retention. In Fiscal Year 2026, Bridge has a \$6 million operating budget, \$20 million in net assets, with \$5 million endowment and 30 employees.

Responsibilities

Major Gifts Portfolio Management (60%)

- Manage a portfolio of 130+ major gift donors through a structured management process to advance relationships and increase giving.
- Develop and implement individual engagement strategies to solicit, upgrade, and retain donors, with emphasis on personalized communication with an expected 8-10 visits per month.
- Implement best practices in stewardship efforts for major donors, including thank-you calls and notes, tailored impact reporting, and customized experiences that reinforce their connection to Bridge's mission and ensure donor feels appreciated and informed.
- Draft compelling donor communications, proposals, and stewardship materials in collaboration with the development and marketing team.
- Engage major donors in your portfolio in planned giving, special campaigns, and special events.

Prospect Research, Reporting & Database Management (25%)

- Research and cultivate relationships with new donors who make a gift of \$500 or more. Add those with interests and capacity for major gifts to your portfolio.
- Support donor acquisition and pipeline building through targeted campaigns and donor events aimed at increasing major gift prospects.
- Leverage wealth screening, data analysis, and donor behavior to identify and qualify new prospects.
- Maintain accurate donor records and contact reports in the (Blackbaud) CRM system.
- Work with the Database and Donor Relations Specialist and Director of Resource Development to ensure integrity of donor data and track performance metrics.
- Generate customized reports to evaluate portfolio performance and inform strategic adjustments.

Interface with Internal and External Stakeholders (10%)

- Contribute to a work culture that recognizes and celebrates diverse perspectives, Bridge Communities' values, open communication, and trauma-informed principles.
- Serve as a thought partner and coach on major gift strategy across departments and with volunteers.
- Participate in Development Board Committee quarterly meetings, as well as select program meetings to remain connected to client outcomes and to craft compelling impact narratives for donors.
- Stay abreast of changes in laws and tax codes regarding charitable giving. Understanding of IRA, DAF, and RMD giving benefits and strategies. Lead development and execution of marketing and communication materials to be sent to appropriate audiences.
- Identify trends and monitor current events to anticipate opportunities for Bridge to engage in and/or lead the local, regional, and national conversation on housing instability and family homelessness.

Budget and Administrative Management (5%)

- Work with the Director of Resource Development to set and meet annual revenue goals tied to major gifts, recurring donors, and donor pipelines.
- Manage the wealth screening tools and provide reports to development team members and CEO.

All Bridge Communities staff are expected to demonstrate in their performance the agency's identified Core Competencies: Service to Mission, Stewardship, Leadership, Innovation, and Collaboration. Staff is also expected to believe in and demonstrate our agency values of Partnership, Hope, Integrity, Respect, and Empowerment.

All Bridge Communities' staff adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding Bridge and NFP sector. Demonstrate commitment to professional growth and development. Demonstrate commitment to strengthening Bridge Communities' policies and practices as they relate to equity and belonging.

Success in this role will be measured by the ability to strengthen donor loyalty, grow major gift revenue, and serve as a thoughtful, strategic, and mission-aligned partner to donors and internal stakeholders alike.

Qualifications

1) Education and Experience

- a) A minimum of 5 years, ideally 6-10 years, of similar job requirement experience, with a focus on major gifts fundraising.
- b) Bachelor's degree required in sales, non-profit management, communications. A candidate with CFRE designation will be given priority consideration.

Salary range for the position is \$70,000 - \$82,000 depending on experience and CFRE designation. This position qualifies for all Bridge Communities offered benefits, including health and disability insurance, generous paid time off, 403(b) retirement matching, et al.

2) Skills and Knowledge

- a) Proficiency in Microsoft Office (Word / Excel / Outlook/ PowerPoint). Knowledge and previous use of donor management database a requirement. Experience using Raiser's Edge is preferred.
- b) Demonstrated ability to develop and sustain positive relationships with donors and volunteers.
- c) Demonstrated record of accomplishment in raising funds through in-person and virtual visits. The candidate must show a history of closing \$1,000+ gifts and be able to demonstrate strategies used.
- a) Outstanding listening, written and verbal communication skills with a belief in creating collaborations through shared goals.
- b) Creative thinking and problem-solving skills to determine donors' interests and needs.
- c) Demonstrated flexibility and resilience to change plans and navigate challenges.
- d) Ability to manage competing priorities and meet deadlines with flexibility and humor.
- e) Demonstrated alignment with Bridge Communities' values of equity, inclusion, and community-driven impact.

While performing duties in this position, employee will be required, on occasion, to lift up to 20 pounds. Ability to climb stairs and stand on feet for extended periods will be needed. A valid Illinois Driver's License, auto

insurance and ability to travel locally are required. The candidate must be open to work hours outside of regular business hours, with nights and weekends to be expected.

To Apply:

Compose a cover letter – one-page maximum – to clearly state your case for your candidacy. **Resumes submitted without a cover letter will not be considered.**

Email your cover letter and resume to kristin.short@bridgecommunities.org.

Browse our website www.bridgecommunities.org to learn more about Bridge Communities.

Candidates whose backgrounds are strong fit with our requirements and have followed the explicit instructions can expect contact within five business days of application deadline. No follow-up phone calls or emails please.

Application deadline is October 30, 2025.

Bridge Communities is an equal opportunity employer. It is our policy to grant equal employment opportunity to all qualified individuals without regard to race, color, age, national origin, sex, religion, pregnancy, ancestry, disability, sexual orientation, marital status, military or veteran status, or any other status protected by applicable federal, state, or local laws. This policy pertains to all personnel actions including, but not limited to recruitment, evaluation, selection, promotion, compensation, and termination.