



## NewBridge Cleveland Center for Arts & Technology

### VP, Development & Community Affairs

### Position Announcement

Launched in 2010, NewBridge is the fourth replication of Bill Strickland's renowned Manchester Bidwell Corporation in Pittsburgh. Our Vision – NewBridge envisions a vibrant community living up to its fullest educational and economical potential.

NewBridge provides an arts-based SEL programming to Cleveland Metropolitan School District 9<sup>th</sup> through 12<sup>th</sup> graders of selected schools. This helps students acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish positive relationships, and make responsible decisions. We address this by providing training, mentoring and other experiences at no cost to the student which have been shown to help ensure long-term success and break the cycle of poverty.

NewBridge provides adults training to become a Phlebotomist, State-Tested Nursing Assistant, and a culinary professional. The adult workforce training program provides demand-facing job skills, employability skills, and wrap-around services to ensure the success of participants so as to facilitate the transition from public assistance to career pathways. Our adult programs are taught by professionals with an average of 30 years of experience in their fields. NewBridge programs are also registered with the Ohio State Board of Career Colleges and Schools. Our graduates can obtain portable credentials as they are eligible to earn national certification in their respective fields. Our adult programs are up to 10 weeks in length and include activities, such as intensive in-class technical training, externships, mentorship and employability skills training, including communication training, conflict resolution and stress management. During the classroom and lab portions of the program, students master the necessary techniques to do their job, learn the fundamentals of their field, and receive employability skills training to help ensure long-term success.

These programs meet client/community needs by addressing the numerous obstacles to break the cycle of poverty that disproportionately effects the minority community and are offered at no cost to students.

#### **POSITION SUMMARY:**

The role of VP Development & Community Affairs is a varied one that combines elements of relationship building, stakeholder management, fundraising and volunteer coordination. Their key objective is to nurture meaningful relationships with key community groups. In essence, the VP of Development & Community Affairs is the principal ambassador for this organization with responsibilities for delivering the NewBridge vision within the local community.

Reporting to the President & CEO, the VP, Development & Community Affairs will be a member of the Executive Team and will partner with the management team to assist in leading the CLE CAT. The VP, Development & Community Affairs will execute development strategies and plans, meet and cultivate



current and potential funders, establish relationships with local partners and funders, and bring these relationships back to NewBridge to strengthen and fund the organization.

The scope of responsibility also includes understanding program development, marketing and public image development, fundraising planning and execution, and external and community relations.

The VP, Development & Operations must be a savvy, self-motivated professional who thrives in a team environment and an organization that is young and rapidly changing. The selected candidate will be flexible and adaptable, ready to respond to changing demands and accept challenging opportunities. Strategically, the organization intends plans to grow and in order to support that growth we intend to increase the budget from just under 2 million to 5 million over the next three years.

#### **TRAITS AND CHARACTERISTICS:**

The selected individual will have a well-rounded set of competencies that sets him or her apart from others, including the following:

Results-oriented with the ability to set, pursue, and reach goals with a can-do attitude. Ability to execute on a plan with little direct supervision.

Understanding of management and operations, marketing, institutional image building, and external relations, fundraising, and have the presence and capacity to move initiatives forward in each of these areas.

Demonstrated success in fund development and securing contributed revenue from multiple sources while maximizing earned revenue opportunities.

Ability to change tone, inflection and vocabulary based on the background and need of a prospect or community member. Ability to read non-verbal cues and adapt accordingly. Experience working with diverse audiences.

Strong background and experience in planning and executing marketing strategies and programs.

Ability to give direction and guidance, have the self-assurance and confidence to enforce rules and regulations, but be flexible in order to preserve a positive community brand image and stakeholder satisfaction.

Proficiency with standard computer programs and electronic communication tools.

Demonstrate a fluency with data and analytics in order to enhance development success.

Experience in non-profit management.

Superior interpersonal skills, as well as exceptional writing skills, with the ability to interact effectively with Board, staff, donors, participants, and the community in a positive and cooperative manner.

Understanding of the organization's budget and accounting is necessary.

The model of integrity, fairness with the highest ethical standards.

Ingenuity, dedication, enthusiasm, humor, and energy are also key attributes.



## DUTIES AND RESPONSIBILITIES:

### **Development & Community Affairs (approximately 85% of responsibilities)**

Guide the creation of a comprehensive development program, develop plans that maximize contributed income, and assume a leading and active role in fund-raising. Develop relationships with CBOs and community leaders to strengthen the public image of NewBridge in the community.

Craft, execute and evaluate strategy to achieve funding goals annually.

Develop a deep and wide knowledge of NewBridge and its programs; our origins, our funders, our strategic plan as well as evaluation methods and results, to produce an effective and accurate case for support and budget narrative.

Analyze past performance, current and future funding needs, and regional landscape to set ambitious, yet feasible, donation and donor retention goals.

Regularly assess and report on team wide progress to goals, identify what is driving and impeding progress, and develop solutions to address gaps and adjust course as necessary.

Cultivate, solicit, and steward a portfolio of current and prospective funders including individual givers, corporate giving sources, foundations, city, county, and regional governments.

Maintain and implement a funding calendar, including grant deadlines, timelines, reporting and action plans.

Partner with the Development Committee of the Board, and the management team in development activities.

Prepare development reports for Development Committee of the Board, and budgets for grant proposals with the assistance of the CFO and attend all Board meetings.

Participate in all staff meetings and retreats in pursuit of our organizational culture and values.

Attend and actively engage in professional development, conferences and learning groups to continue to grow and professionally develop.

Steward all donors including foundations, organization and individuals.

### **Management and Programming (approximately 15% of responsibilities)**

In partnership with the President & CEO and the Director of Adult Programming, assist in the design and implementation of exceptional programming to meet the needs of the participants and the community.

Meet regularly with current and potential NB community partners to determine their needs and to ensure NB programming provides solutions to those needs.

Find effective ways to bring community input to the design and implementation of programming so that programming addresses the stated needs of the community. This can include the formation of an advisory board.

Identify other non-profits to partner with to increase program effectiveness and limit program costs.



Assist in the Development of effective metrics to determine program effectiveness and assist in the creation of systems to ensure that data is collected and analyzed.

Bring funder areas of interest or concerns to the program development process so NewBridge designs programs that are fundable.

Understand the organizations budget and budgetary concerns when designing and implementing programs.

**EQUAL EMPLOYMENT OPPORTUNITY:**

NewBridge considers all applicants without regard to their color, race, creed, religion, sex, pregnancy, age, national origin, genetic information, ancestry, marital status, veteran status, military status, disability, family medical history, genetic information, or any other classification protected by federal, state and local laws and ordinances. NewBridge reasonably accommodates disabilities and religious practices unless doing so would cause the Center an undue hardship.

Reports to: President & CEO

Start Date: ASAP

Wage: Commensurate with experience

Application Deadline: Until Filled

Apply: Please submit COVER LETTER, AND RESUME to [jobs@newbridgecleveland.org](mailto:jobs@newbridgecleveland.org).