

## Bridge of Life

### Communications & Development Manager

Reports To: Senior Director of Development

Department: Bridge of Life

FLSA Status: Exempt

#### **WHO WE ARE**

Bridge of Life, an independent 501(c)(3) public charity founded by DaVita Inc., is an international nonprofit organization, who for the past 15 years, has been working to strengthen health care globally through sustainable programs that prevent and treat chronic disease. Our vision is a world where all human beings have access to quality health care. We strive to empower local staff, community health workers and patients through training and education to make sustainable changes to health care.

We have a great opportunity for an early to mid-career writer and communicator by providing exposure to a diverse set of responsibilities across communications and donor relations. Working at Bridge of Life is more than just a job. Our staff members believe passionately in what they do and hope for a future where there is access to healthcare everywhere for everyone.

#### **POSITION SUMMARY**

The Communications & Development Manager reports directly to the Sr. Director of Development and will manage and support communications for Bridge of Life and have a direct, meaningful impact on Bridge of Life's stakeholders including DaVita's nearly 60,000 teammates. This position offers visibility with leadership and a long runway for professional growth and development.

Key duties include: drafting, editing and publishing content, developing and executing content strategy for stakeholder communications and social media, project management, special events, and other special projects as needed.

This position also supports communications and fundraising tactics to meet the organizational fundraising goals using a donor database.

The Communications & Development Manager will be an effective writer and communicator, highly organized, have strong attention to detail and will have the opportunity to work on a wide range of projects including engagement with DaVita teammates and their initiatives to support Bridge of Life.

#### **Essential functions and responsibilities include, but are not limited to:**

- Communications
  - Support the development of high-impact editorial strategy to guide internal and external communications
  - Assist in creating and implementing the annual communications and stakeholder engagement plans for targeted constituencies
  - Represent Bridge of Life at education & awareness, engagement and fundraising events
  - Manage incoming requests and communications from stakeholders, partners and the public
  - Partner with the program team to understand projects in order to develop impactful content, branding and messaging

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- Website & Social Media Content
  - Develop new content, implement design changes and maintain website in partnership with Bridge of Life's contractor
  - Plan and support the social media strategy and execute on multiple platforms
  - Create social media posts surrounding programs, events, sponsors, and donors
- Development & Database Management
  - Work with the team to reach annual revenue target of \$2 Million
  - Assist the Sr. Director of Development in management of the fundraising database Raiser's Edge NXT including updating constituent records, developing processes to automate stakeholder engagement, gift entry, and gift acknowledgment
  - Create fundraising pages for events, Peer-to-Peer & volunteer led fundraising campaigns and Bridge of Life's annual campaign
  - Implement the new donor welcome series and other strategic initiatives
  - Support the Sr. Director of Development in management and coordination of all things related to Tour DaVita, Bridge of Life's annual fundraising event
    - Build and manage relationships with DaVita teams and business offices
    - Assist in the coordination of local team events
    - Assist in the development of materials
    - Support sponsor deliverables

#### Requirements & Qualifications:

- Bachelor's degree or equivalent education and experience preferred
- Minimum of 2-3 years of experience in communications, public relations, journalism or nonprofit development/donor relations
- High comfort level communicating and engaging with donors, vendors, constituents, and the public
- Excellent writing skills with a high degree of accuracy (fundraising and program impact communications preferred)
- Possess a cultural awareness and ability to tailor communications to reflect Bridge of Life's partners to culturally diverse audiences
- Strategic and creative thinking, with a problem-solver mindset
- Effective in managing relationships and communicating with all levels of management, executives and outside vendors
- Collaborative team player, able to work independently and in collaboration with other team members and outside partners on long-term and short-term goals
- Exceptional organization and project management skills: able to establish priorities and manage multiple projects and deadlines
- Highly motivated and consistently displays a positive attitude
- Thrives in a culture of accountability, high-performance and measurable results
- Strong proficiency in Word, Excel, PowerPoint, Adobe Pro (Design is a plus), and WordPress
- Proficiency in Raiser's Edge (or equivalent CRM) and email marketing platforms
- Ability to work occasional evenings and weekends
- Mobility in a variety of office, conference and event settings
- Ability to lift 25 lbs to shoulder height required
- Ability to travel internationally to developing countries on occasion

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- Can pass a background and drug screening

#### **What We Provide:**

As a Bridge of Life employee, you will also be a “teammate” in DaVita’s Village. More than just pay, the DaVita Rewards package connects teammates to what matters most. Teammates are eligible to begin receiving benefits on the first day of the month following or coinciding with one month of continuous employment. Below are some of our benefit offerings.

- **Comprehensive benefits:** Medical, dental, vision, 401(k) match, paid time off, PTO cash out
- **Support for you and your family:** Family resources, EAP counseling sessions, access Headspace®, backup child and elder care, maternity/paternity leave and more
- **Professional development programs:** DaVita offers on-demand virtual leadership and development courses through DaVita’s online training platform StarLearning.

#### **Salary/Wage Range:**

\$50,000 to \$60,000 annually

Compensation for the role will depend on a number of factors, including a candidate’s qualifications, skills, and competencies.

**Please submit resume and cover letter to [info@bolteam.org](mailto:info@bolteam.org). For more information on Bridge of Life, please visit. [BridgeofLifeInternational.org](http://BridgeofLifeInternational.org).**