



Digi-Bridge

Director of Advancement

Digi-Bridge sparks interest and passion in science, technology, engineering, arts, and math (STEAM) learning, ensuring students have the opportunities and skills to succeed in a rapidly-changing world by fostering curiosity, creativity, exploration, persistence, and resilience. Since 2014, Digi-Bridge has been providing K-8 scholars throughout Mecklenburg County with STEAM learning experience serving more than 15,000 students and forty partner schools.

Position Summary

Digi-Bridge is seeking a strategic and highly organized Director of Advancement to lead fundraising strategy, donor engagement, corporate partnerships, stewardship efforts, and revenue growth initiatives in partnership with the CEO.

The Director of Advancement serves as the organization's internal fundraising leader, building the systems, campaigns, donor journeys, and organizational coordination necessary to support sustainable growth and impact. This individual will oversee advancement operations, manage key fundraising initiatives, and support the CEO in cultivating and advancing major donor, corporate, and foundation relationships.

The CEO will remain Digi-Bridge's lead fundraiser and primary relationship manager for the organization's most significant donors and strategic partners.

Position Details:

This position will require in-person work throughout the week at various locations including schools, corporate headquarters, community spaces, etc. and many functions may not be performed remotely. There is flexibility within the work week for at least 1 day remotely (2 days during June-August). Due to the out-of-school-time nature of our programs, some non-traditional hours may be required of you for donor visits, events, etc.

Major Responsibilities:

Strategic Leadership & Revenue Growth

- Develop and execute annual advancement strategies, fundraising plans, and revenue goals.
- Partner with the CEO to advance fundraising priorities and support key donor, corporate, and foundation relationships.
- Monitor fundraising performance, donor pipelines, and advancement metrics, providing recommendations to leadership and the board.
- Strengthen systems, processes, and reporting that support long-term fundraising success.

Fundraising & Partnerships

- Lead strategies for corporate grants, sponsorships, foundation support, and individual giving.
- Develop donor engagement, stewardship, and retention strategies across all giving levels.
- Drive implementation of Benevon fundraising model and donor journey frameworks that move supporters toward deeper engagement.
- Manage a portfolio of assigned donors and partners while supporting the CEO's fundraising portfolio.

- Develop proposals, sponsorship materials, donor communications, and funding opportunities.
- Identify, cultivate, and steward prospective and existing donors, partners, and supporters.

Marketing, Events & Community Engagement

- Oversee donor-facing communications, appeals, stewardship materials, and impact reporting in partnership with Advancement Operations Coordinator.
- Ensure consistency in advancement messaging, storytelling, and brand voice.
- Lead planning and execution of fundraising and donor engagement events, including Let's Imagine More.
- Partner with the Community Engagement Manager to produce meaningful volunteer and fee for service (STEAMKits) activities.
- Manage external marketing and communications vendors.

Team Leadership & Operations

- Supervise the Advancement Operations Coordinator and Community Engagement Manager.
- Develop team goals, priorities, and accountability measures.
- Ensure effective use of fundraising systems, reporting tools, and donor management processes.
- Serve as staff liaison to the Board Development Committee and support board engagement in fundraising efforts.
- Contribute as a member of Digi-Bridge's Senior Leadership Team.

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities of this job. Other duties may be assigned. This job description may be changed to include new responsibilities and tasks or change existing ones as management deem necessary.

Required Qualifications

- Bachelor's degree or equivalent experience.
- 5+ years of experience in fundraising, advancement, philanthropy, partnerships, sales, marketing, or related fields.
- Experience building relationships with donors, partners, volunteers, or community stakeholders.
- Strong project management, communication, and organizational skills.
- Understanding of donor stewardship, relationship management, and fundraising best practices.
- Ability to work effectively with senior leaders, boards, and external partners.
- Commitment to educational equity and Digi-Bridge's mission.

Preferred Qualifications

- Experience supporting executive-level fundraising.
- Experience with corporate partnerships, foundations, sponsorships, or major gifts.
- Experience supervising staff or project teams.
- Familiarity with Benevon and donor CRM systems such as Bloomerang.
- Knowledge of the Charlotte philanthropic and nonprofit community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move up to 50 lbs. Employees must be able to stand for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear.

Compensation and Benefits

This is a full-time exempt salaried position with the salary range of \$80,000-\$100,000 dependent on experience. Digi-Bridge offers a supplementary QSEHRA plan for employee + family of \$500/month for benefits in addition to paid vacation, holidays, and sick leave. Digi-Bridge offers a 401(k) plan with 3% match starting at 6-month anniversary of employment.

Digi-Bridge will provide equal employment opportunities without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity.

How to Apply

Please submit your resume and a brief paragraph (250 words or less) sharing why you are interested in joining Digi-Bridge as Director of Advancement to hiring@dig-bridge.org. Applications will be reviewed on a rolling basis until the position is filled. No formal cover letter is required.