



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Community Engagement & Events Manager

### Position Description

The Community Engagement & Events Manager works to raise critical funds for Bikes Not Bombs' (BNB) local and international programs and increase the organization's profile. This position works closely with our Director of Development to plan and organize our annual Bike-A-Thon and Building Momentum Breakfast events - two key points of contact for our donors in the year. Over the next year, we will develop and launch a campaign to grow our operating reserve and expand our programming. The Community Engagement & Events Manager reports to the Director of Development. Specific responsibilities include, but are not limited to:

### Donor Cultivation & Communications

- Manage key projects related to major annual fundraising events: "Get Into Gear" point of entries (year-round), Bike-A-Thon (June), Building Momentum Breakfast (October), and Phone-A-Thon (November/December)
- Oversee the management of QGiv, peer-to-peer fundraising software, with a special focus on Bike-A-Thon riders; maintain accurate and complete records of all communications with riders and volunteers
- Develop content, design, and execution for all printed materials and appeals (press releases, direct mail, and e-appeal letters), in collaboration with program and development staff
- Update and maintain the BNB website and social media ensuring content is accurate, timely, engaging and consistent with our brand
- Other duties as assigned

### Background and Qualifications:

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong computer skills and ability to become proficient in relevant software; proficiency with core social media platforms including Facebook, Twitter, and Instagram in a workplace setting.

- Commitment to all aspects of BNB mission
- Experience managing donor communications at organizations similar in size to BNB
- Experience with IT and website software/platforms
- Ability to write and design compelling materials that effectively communicate the voices of our participants
- Experience designing and implementing communication strategies that attract and engage donors and volunteers
- Excellent interpersonal and communications skills, both written and verbal
- Demonstrated ability to work with and/or manage youth and volunteers effectively
- Self-motivated, resourceful, and creative
- Ability to set priorities, manage schedules, meet deadlines, and track the progress of multiple projects simultaneously while maintaining a high-quality of work and strong attention to detail
- Demonstrated leadership, problem solving, organizational and presentation skills required
- Commitment to excellence a must

### Equity & Inclusion:

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly youth, women, and people of color in Boston and of communities in the Global South** so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

**Application Process:**

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to [jobs@bikesnotbombs.org](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Community Engagement & Events Manager" and your full name in the subject line. The compensation package for this position includes an annual salary of \$45,000-\$50,000. Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop.

**BNB's Mission & History:**

Bikes Not Bombs uses the bicycle as a vehicle for social change. We reclaim thousands of bicycles each year. We create local and global programs that provide skill development, jobs, and sustainable transportation. Our programs mobilize youth and adults to be leaders in community transformation. Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop & Training Center](#) also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 35 years-old and has an annual budget of \$1.3 million.