



# BIKES NOT BOMBS

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## JOB DESCRIPTION Development Manager

**Overview:** 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 Programs](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped often land in our [Youth Programs](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop](#) 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 33-years old and has an annual budget of \$1.5 million.

The Development Manager works to increase the organization's visibility and cultivates, stewards and expands the relationships between Bikes Not Bombs and its donors at all levels. This role will focus primarily on developing and implementing engagement and fundraising opportunities that lead to growth in our overall revenue. The Development Manager is also a critical part of the Development team that organizes our annual Bike-A-Thon and Building Momentum Breakfast events - two key points of contact for our donors. The Development Manager reports to the Director of Development.

Specific responsibilities include, but are not limited to:

- Donor Relations (40%)
  - In conjunction with the Director of Development, develop and implement a well-coordinated individual giving program designed to cultivate and solicit support from a portfolio of individuals
  - Identify, cultivate, and steward relations with existing and prospective individual donors
  - Oversee the development, management and implementation of an individual donor recognition plan including the timely acknowledgement and follow-up for all individual donors and prospects
  - Oversee the management of the BNB's donor database, CiviCRM, with a special focus on individual donors and donor prospects; maintain accurate and complete records of all communications with donors
- Outreach and Communications (25%)
  - Develop content for and manage the planning and execution of all mail, email, and online appeal campaigns in collaboration with program staff
  - Update and maintain the BNB website and social media ensuring content is accurate, timely, engaging and consistent with BNB brand
  - Plan and coordinate staffing of outreach events including tabling events, volunteers fairs, health fairs, and other events in the community
- Volunteer Management (5%)
  - Recruit, manage and support youth and adult volunteers to support building capacity around: data entry and other administrative tasks, graphic design, and photography
- Event Planning (30%)
  - Manage the implementation of major annual fundraising events and initiatives: Bike-A-Thon, Building Momentum Breakfast, and Phone-A-Thon

**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 communications and outreach at organizations similar in size to BNB
- Ability to write and design compelling materials that effectively communicate BNB's mission, programs, and activities
- Experience designing and implementing social media 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 staff, board and volunteers effectively
- Ability to work individually and as part of a team in a fast-paced work environment
- 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

**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 "Development Manager" and your full name in the subject line. The compensation package for this position includes an annual salary of \$35,000-40,000. Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop.

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 low-income communities and communities of color, 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.