



# BIKES NOT BOMBS

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284 Amory Street • Jamaica Plain, MA 02130  
phone: 617-522-0222 • fax: 617-522-0922  
[www.bikesnotbombs.org](http://www.bikesnotbombs.org) • [mail@bikesnotbombs.org](mailto:mail@bikesnotbombs.org)

## Grants and Events Coordinator

**Description:** Bikes Not Bombs is seeking an experienced grant writer to help us implement our foundation funding strategy for International and Youth Development Programs. The Grants and Events Coordinator will assist with foundation research and prospecting, developing a grants calendar, writing letters of inquiry and grants for specific international and youth development projects, and working on other Development projects as needed including event planning and coordination.

**Organization Background:** Bikes Not Bombs uses the bicycle as a vehicle for social change. We reclaim thousands of bicycles each year, and 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.

Since 1984, Bikes Not Bombs has shipped 69,565 donated used bikes to countries in the Global South. Bikes Not Bombs has also provided extensive technical assistance to projects in Latin America, the Caribbean and Africa to develop sustainable bicycle programs that promote economic and social justice locally through job creation, bicycle repair infrastructure, leadership development, youth programming, appropriate technology and access to high-quality affordable bicycles.

Bikes Not Bombs also offers extensive youth development and workforce development programs. Since 1990, over 3,700 Boston youth have participated in BNB Youth Programs. Every program at BNB is active, hands-on and peer-led. Our programs ask for a great deal of commitment from participants, but we also provide mentorship, support and opportunities for growth within BNB. We believe that the best youth programs are ones that involve young people not only as participants but also as consultants and ones that give young people the opportunity to self-manage and become leaders.

In BNB's Youth Programs, participants have the opportunity to learn everything from basic bike maintenance and city riding to all the skills needed to work as a bicycle mechanic. Over the course of the six-week Earn-A-Bike program, participants will completely overhaul a bicycle while learning how to safely ride and navigate the city of Boston.

### Role and Responsibilities:

- Work directly with the Development and Program staff to develop a foundation fundraising plan.
- Research prospective foundation funding sources.
- Organize the foundation research and develop a grants calendar and system for submitting letters of inquiry and grants.
- Write a series of grants for specific youth and international projects and for Youth and International Programs as a whole.
- Assist with other Development projects as needed (event planning and coordination, donor relations, major gifts, capital campaign).

**Background and Qualifications:**

- BA in related field, relevant education or training.
- At least 2 years experience writing foundation grants with successful results.
- Exceptional writing skills that can effectively communicate the youth and international development work of Bikes Not Bombs to foundations.
- Highly-developed understanding of the current foundation terrain for youth and international funding, including familiarity with foundations based in Boston.
- Experience utilizing leading foundation research websites.
- Highly-developed critical analysis skills.
- Excellent time management habits.
- Systems and process oriented approach.
- Creativity and enthusiasm.
- Commitment to social justice and environmental sustainability.

**Application Process:** Please provide a resumé and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Completed applications include: a resumé, cover letter, and three writing sample (one of which includes a funded grant) and should be emailed to [jobs@bikesnotbombs.org](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Grants and Events Coordinator" and your full name in the subject line. The compensation for this position is \$15 per hour, part-time, 20 hours a week. Benefits include: paid time off, flexible work schedule, and a 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.