



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Development Associate

Job Description

### Position Description

Bikes Not Bombs (BNB) is seeking a Part-Time (20 hours weekly) Development Associate. The person filling this position will be a critical member of the Development Team. This position plays a major role in keeping the Development Team organized, aligned and on track to achieve our fundraising goals.

This role reports to the Director of Development. This role is a great opportunity for someone with previous development experience who is extremely detail oriented and organized. There may also be opportunities for increased hours (up to full-time) available depending on initiative and overall performance.

Specific responsibilities include, but not limited to:

### Fundraising Planning, Administration and Operations (100%)

- Collaborate with the Director of Development to implement our individual grassroots fundraising.
- Collaborate with the Development Team to implement and manage a Capacity Building Campaign with major donors, including prospect research.
- Manage donation processing and acknowledgements.
  - Process mail
  - Track all cash and checks received in donor management software
  - Prepare bank deposits
  - Oversee acknowledgements for gifts less than \$200
- Manage data entry process for donations.
- Update donor management software with current information on all BNB constituents using our Bloomerang software, including donors, volunteers, customers, and program participants; managing regular transfers of constituent data from Lightspeed POS and Qgiv peer-to-peer fundraising software.
- Provide support to the Development Team on ongoing fundraising events, such as the annual Bike-A-Thon, Building Momentum Breakfast and periodic small-scale fundraising events.
- Provide support to ongoing fundraising initiatives, such as Direct Mail and Phone-A-Thon.
- Provide additional administrative support as needed throughout the BNB organization.

### 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. Additional requirements include:

- An exacting attention to detail.
- Exceptional organizational skills.
- Technology savvy individual, experienced with CRM databases, especially donor management software.
- Preferred 2 years+ experience in development work at a non-profit organization.
- Excellent verbal and written communication skills.
- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission.
- Self-motivated, highly organized, systems oriented.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- Facility with Macintosh computers, and experience using Google Drive, Google Docs, Google Sheets.
- Must be willing and able to work occasional evenings and weekends.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates highly preferred.
- Ability to work with staff, board, and volunteers with sense of humor and flexibility.
- Ability to work individually and as part of a team in a fast-paced work environment.



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## **Racial Equity**

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 Black and other marginalized people 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 "Development Associate" and your full name in the subject line. The compensation package for this position includes an hourly wage of \$19.23. Additional benefits include - paid time off, 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 36-year old and has an annual budget of \$1.3 million.