



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

BNB's Mission & History

Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South. 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 partners in support of 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. Staff and paid Youth Apprentices working in our retail [Bike Shop & Training Center](#) also recondition and sell some of the donated bikes that we receive. Profits from bicycle sales, parts sales, and repairs go towards funding our youth and international work. BNB is 37 years old and has an annual budget of \$2.5 million.

Position Description

Bikes Not Bombs (BNB) is seeking a full-time (40 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 planning our annual Bike-A-Thon event and keeping the Development Team organized, aligned, and on track to achieve our fundraising goals. The Bike-A-Thon has been held annually for 34 years and running and has raised over \$175 thousand per year. This role is a great opportunity for someone with previous development experience who is extremely detail oriented and organized.

This role reports to the Development Manager. Specific responsibilities include, but are not limited to:

Bike-A-Thon Event (40%)

- Take the lead role in project management of BNB's largest annual fundraiser, the Bike-A-Thon. This bike ride/peer-to-peer fundraising event attracts 400+ riders, involves four different routes, and supports BNB's mission and work through the help of thousands of individual donors and a network of sponsors.

Administrative & Operations (40%)

- Assist with donation processing and acknowledgements. Tasks may include:
 - Processing mail
 - Tracking all cash and checks received
 - Preparing bank deposits
 - Overseeing acknowledgements for gifts less than \$250
 - Managing data entry process for donations
- Update donor management software (Bloomerang) with current information on all BNB constituents, including donors, institutional funders, volunteers, customers, community partners, and program participants.



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Other Fundraising Support (20%)

- Collaborate with the Development Team on other fundraising events, such as the annual Building Momentum Breakfast and periodic small-scale fundraising and community engagement events.
- Provide support for fall and spring appeals.
- Collaborate with the Development Team to implement a \$3 million capacity-building campaign.
- Provide support related to grant research and administration; proposal and report writing.
- Assist with development-related communications across the organization.
- Assist with donor prospect research.
- Provide additional administrative support, as needed, throughout the BNB organization.

Background and Qualifications

The ideal person for this role will convey a high degree of commitment and passion for the mission of Bikes Not Bombs, is able to work in a fast-paced environment, can manage multiple priorities, and will take initiative with minimal supervision. Additional requirements include:

- Exacting attention to detail.
- Exceptional organizational skills.
- Excellent verbal and written communication skills.
- Ability to work with staff, board, donors, and volunteers with a sense of humor and flexibility.
- Ability to work individually and as part of a team in a fast-paced work environment.
- Strong understanding of, and commitment to, Bikes Not Bombs' overall mission.
- Self-motivated, highly organized, and systems oriented.
- Willing and able to work occasional evenings and weekends.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- Two years+ experience in development work at a non-profit organization is preferred.
- Experience with grant writing and/or administration is preferred.
- Technologically savvy and experienced with CRM databases, especially donor management software.
- Facility with Apple computers and experience using Google Workspace and associated applications.
- Facility with project management software preferred.
- Design experience with Adobe Suite software and/or Salesforce is a plus.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.

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 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 a salary of \$40,000-45,000. Additional benefits include: paid time off, health insurance, flexible work schedule, and a discount at our bike shop.