



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## International Partnership 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**

The International Partnership Development Associate will be responsible for the development, implementation, and evaluation of all BNB international partnerships. More specifically, the International Partnership Development Associate will focus on developing and managing relationships with new and existing international partners; fundraising; overseeing the process of bike shipping, and providing technical assistance as needed. The International Partnerships Development Associate reports to the Executive Director.

Specific responsibilities include, but are not limited to:

#### **Partnership Capacity-Building & Support (30%)**

- Create and distribute *Request for Partnerships* to communicate BNB's International Programs' overarching goals for partnerships.
- Identify and evaluate potential for new international partners in their capacity and potential to initiate, manage, and sustain a bicycle-based social enterprise and/or educational project.
- Develop *Memorandum of Agreement* that includes project timelines, budgets, fiscal agreements, guidelines, and expectations.
- Recruit, train, supervise, and support trainers to provide intensive, on-the-ground technical assistance for new projects.
- Conduct regular virtual and in-person site visits to gain perspective and report back

#### **International Shipping (30%)**

- Schedule and oversee the loading and shipping of BNB's donated bicycles, tools, part and bike accessories to international partners
- Purchase or arrange for any other needed items to be shipped, such as tools, workbenches, etc.
- Maintain our necessary relationships with trucking companies, freight forwarders, etc, and oversee our payments and accounts with such
- Maintain an understanding of customs issues in each shipping destination to avoid problems
- Manage all paperwork and necessary communication to ensure that shipments make it to their destination

#### **Fundraising (25%)**

- With the Executive Director and other development staff identify, report on, and solicit sources of funds to support BNB's international partnerships and shipping strategies, including bike collections, grants and individual donations:
  - Identify event opportunities to promote BNB's international work; help to coordinate and staff events.
  - Cultivate and maintain relationships with major donors who have a specific interest in international work.
  - Help to develop strategies for new revenue streams (e.g., fee for service activities).

### **Partnership Administration (15%)**

- Develop annual budget for International Programs; approve and track all related expenses
- Develop annual program goals, objectives and desired outcomes for all international programs
- Oversee the management of partnership data; implementation of qualitative and quantitative data collection to contribute to ongoing improvements in our international partnerships
- Develop processes for connecting data collection and analysis to inform technical assistance
- Produce regular reports to the Executive Director on program result and needs

### **Background and Qualifications**

The ideal person for this role has a passion for international development and excellent management skills.

Additional requirements include:

- Degree in International Relations or International Development
- Graduate degree or further studies in International Relations
- Familiarity with one of Bikes Not Bombs' current international partners highly preferred
- Experience in the management of international projects with community-based partners
- Experience in international project management and logistics
- Able to articulate a philosophy regarding grassroots development work with remote partners in the Global South. Demonstrated knowledge of best practices and pitfalls.
- Skilled in the precepts and practice of team facilitation and adult education.
- Demonstrated experience and training in monitoring and evaluation, particularly as applicable to development work.
- Ability to be both a creative and strategic visionary as well as a practical thinker
- Self-motivated, highly organized
- Systems-oriented
- Excellent interpersonal skills, cultural competency, strong writing, listening and negotiation skills
- Facility with Apple computers, and experience using Google Docs, Google Sheets, and web-based meeting programs.
- Must be willing and able to work some evenings and weekends
- Multilingual/Bilingual (Spanish, French, English) candidates highly preferred
- Demonstrated commitment to alternative transportation, grass-roots social change, and sustainable development
- Ability to work with staff, board, 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

### **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 "International Partnerships & Development Associate" and your full name in the subject line. The compensation package for this position includes an annual salary of \$40,000-45,000.

Additional benefits include - paid time off, health insurance, flexible work schedule, and discounts at our bike shop.