



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Grants Manager

### Job Description

#### **Position Description**

Bikes Not Bombs (BNB) is seeking a Full-Time (40 hours weekly) Grants Manager. The person filling this position will be a critical member of the Development Team. The Grants Manager plays a major role in keeping the Development Team organized to achieve our fundraising goals and plays a key role managing our growing portfolio of foundation grants and government contracts.

The Grants Manager reports to the Director of Development. This role is a great opportunity for a strong writer with previous development experience to deepen their knowledge of grants management, build leadership skills, and advance their career in non-profit fundraising and development operations. This role will be based at the Bikes Not Bombs Hub in Jamaica Plain and includes some remote work options.

Specific responsibilities include, but are not limited to:

#### **Grant and Contract Management**

- Manage a \$1 million (and growing) portfolio of foundation grants and government contracts.
- Play a lead role in crafting and submitting key deliverables, including letters of inquiry, proposals, and reports.
- Track grant and contract activity in BNB's Bloomerang CRM database and Monday.com project management software.
- Collaborate with the Executive Director and Director of Development to build cultivation and stewardship plans for all major funders.
- Lead research efforts to help grow BNB's portfolio of institutional funding partners.
- Collaborate with the Finance Team to ensure accurate accounting of all grant pledges and payments.
- Collaborate with the Development Team, Executive Operations Manager, and Finance Team to prepare budgets and expense reports for institutional funders.
- Collaborate with the Community Engagement Team to recognize funders across BNB's communications channels.
- Collaborate with Program Directors and the Executive Operations Manager to track programmatic and operational goals, objectives, and outcomes; and to run reports from our Salesforce system.

#### **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:

- Two years + experience in development work at a non-profit organization, including experience in grant writing and grants management.
- Exacting attention to detail.
- Exceptional organizational skills.
- Experience with CRM databases, especially donor management software.
- Excellent verbal and written communication skills.
- Ability to manage projects that involve collaboration and hard deadlines.
- Strong understanding of and commitment to [Bikes Not Bombs' overall mission](#).



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- Highly organized and 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.
- Willingness to work occasional evenings and weekends.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.
- 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.

At Bikes Not Bombs, we value a diverse, inclusive workforce and we believe that no one should be discriminated against because of their differences. We provide employees with a work environment free of discrimination and harassment, and provide equal employment opportunity for all applicants and employees. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local law

## **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 "Grants Manager" and your full name in the subject line. The compensation package for this position includes an annual salary of **\$55,000-\$60,000**. Benefits include: health insurance, paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Expected start date is September 30 or ASAP.

## **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 38 years old and has an annual budget of \$2.5 million and growing.