



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.

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 38 years old and has an annual budget of \$2.7 million and growing.

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 35 years and running and has raised over \$200 thousand per year. This role is a great opportunity for someone with previous development experience who is extremely detail oriented and organized. The Development Associate 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 500+ riders, raises \$200,000, 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%)

- Lead responsibility for donation processing and acknowledgements. Tasks may include:
 - Processing mail
 - Tracking all cash, checks and electronic fund transfers (EFT) 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, shop customers, community partners, and program participants.

Other Fundraising Support (20%)

- Collaborate with the Development Team on other fundraising events, such as the annual Building Momentum Breakfast and periodic smaller-scale fundraising and community engagement events.



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- Provide support for fall and spring appeals.
- Collaborate with the Development Team to implement a multi- million capacity-building campaign.
- Assist with development-related communications across the organization.
- 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.
- 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.

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 \$45,000-50,000. Additional benefits include: paid time off, health insurance, flexible work schedule, and a discount at our bike shop.

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. 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.