



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

Deputy Director

Position Description

Bikes Not Bombs (BNB) has grown to a staff of over 50 people and operates a mission-driven, full service bike shop as part of our organization. The BNB Bike Shop & Training Center, which makes up about 50% of our staff, raises over \$600,000 (and growing) in annual earned income revenue to support our mission of using the bicycle as a vehicle for social change. The Deputy Director will be a seasoned leader and coach, with the ability to operate on strategic, managerial, and hands-on levels to help guide the organization across programmatic, business, and administrative functions.

The Deputy Director will primarily be charged with improving Bike Shop profitability, growing its overall annual revenue, expanding its role as a social enterprise, and creating new job opportunities for Black and other marginalized youth in Boston. Additionally, this is an exceptional opportunity for a collaborative, driven, and inclusive leader with a proven track record of business management, financial oversight, creative problem-solving and change management to join in a growing high-impact, well-respected, mission-driven organization.

Reporting to and working closely as a partner with the Executive Director (ED), the Deputy Director will directly supervise up to a four-person team (Director of Bike Shop and Training Center, Bookkeeper/HR Coordinator, the Payroll Specialist, and CFO/Financial Consultant). The Deputy Director will serve as an integral member of the staff leadership team.

The Deputy Director's top priorities and responsibilities include but are not limited to:

Leadership, Business Strategy, and Operations (60%)

- Represent and act on behalf of the ED when necessary, and as defined by the Executive Director. Manage the organization in absence of the ED.
- Serve as the ED's primary advisor regarding organizational business strategy and goals, team management, team building, and organizational best practices.
- Provide all staff (with an emphasis on the Bike Shop) with a strong day-to-day leadership presence that promotes cross-team collaboration and clear communication.
- Keep lines of communication open. Ensure that the ED and leadership team are informed of critical issues. Plan and facilitate bi-weekly staff leadership team meetings.
- Support the Executive Director to execute a vision that inspires staff, board, partners, and the community and establishes BNB as a thought leader in innovation, the youth development space and the bike industry.
- Manage, supervise, and evaluate a team of up to four direct reports to ensure that they are well-suited to address challenges and opportunities for Bikes Not Bombs.
- Collaborate with Bike Shop Director and/or the Bike Shop team to:
 - Define and lead Bike Shop strategy, including business planning, execution, and evaluation;
 - Develop and track key Bike Shop and bike donations metrics to measure progress.
 - Oversee inventory, tracking, and storage of all bicycle donations using Sortly software;
 - Oversee day-to-day operations of the BNB Bike Shop to ensure profitability and operational excellence providing sufficient support and supervision; and
 - Identify key partnership opportunities with businesses and organizations that will lead to revenue growth, expense controls, and or brand building.



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

- Collaborate with our Community Engagement and Development teams to develop and execute on a strategic marketing plan.

Finance, People, and Facilities Management (40%)

- Bring leadership, critical and creative thinking skills, and solutions around the organization's financial human resource, facilities, and IT needs.
- Oversee and lead our annual budgeting and planning process with the Executive Director, CFO/Financial Consultant, and Bookkeeper/HR Coordinator.
- Support Accountant to prepare and review financial plans and budgets and keep the staff leadership team, board and staff informed of the financial health of Bikes Not Bombs.
- Support Accountant with managing re-forecasting and build long-term financial stability for administration, existing programs and proposed new programs and sites.
- Collaborate with our Finance and Bike Shop teams to develop and track key financial metrics to measure progress.
- Work closely with the Executive Director, Bookkeeper/HR Coordinator, and Payroll Specialist to build the organization's internal culture, financial, payroll, benefits, and HR management systems.
- Participate in monthly Budget & Finance Committee meetings with Executive Director, CFO/Financial Consultant, and Board Treasurer, effectively communicating critical financial matters.
- Prepare quarterly and committee board agendas, reports, and materials with Executive Director
- Cultivate collaborative partnership with the board rooted in transparent communication and clear roles and opportunities for engagement with staff and service to BNB's communities.
- Support the CFO/Financial Consultant and Bookkeeper/HR Coordinator in the preparation and completion of the annual financial audit and filing of the 990 IRS return.
- Ensure onboarding, performance reviews, and exit interviews are completed for all BNB staff
- Other duties as assigned.

Skills, Background, and Qualifications

The ideal person for this role is a creative, savvy business leader; has a passion for data, finance, human resources, retail and sales; has excellent people and project management skills; and is able to recruit, supervise, and hold accountable a diverse and effective team of youth and adult staff. Additional requirements include:

- 3-5 years of experience working in a senior leadership position at a for-profit, nonprofit, social impact organization, or social enterprise. Current and former Executive Directors are welcome.
- Strong commitment to youth development and advancing racial equity
- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission.
- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders.
- Ability to navigate a fast-paced, outcomes-driven, and entrepreneurial environment.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues and board members who do not necessarily have finance backgrounds.
- A strategic thinker with a rich understanding of how finances affect the needs and goals of a mission-driven nonprofit organization.
- Must have administrative, financial, and organizational skills, as well as the ability to delegate responsibility and multi-task.
- Familiarity with and use of QuickBooks reporting and strong background using MS Excel or other Budgeting tools.
- Facility with Apple computers, and experience using Google Workspace, MS Word and Excel



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

- Must be willing and able to work some evenings and weekends.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.
- Multiple years in the bike industry both selling and fixing bikes is a plus.

Racial Equity

Research suggests that qualified women and Black, Indigenous, and people of color may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Bikes Not Bombs to apply for this role.

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 those voices 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 "Deputy Director" and your full name in the subject line. The compensation package for this position includes an annual salary of \$90,000-\$100,000. Additional 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 July 1 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.

Our mission is the driving force behind our volunteer efforts and our dedicated staff. It's why people give their time, their money, their labor. We love bikes, and we love our community, including its most vulnerable and historically excluded members. We want to bring the joy and the utility of bicycling to everyone. "Bikes Not Bombs!" is a demand, a protest, advice for life, and a rallying cry. Through our work, we seek to bring positive change into people's lives and build a sustainable future for all.

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 39 years old and has an annual budget of \$4.1 million.