



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

Senior Director of Development & External Affairs Position Description

Bikes Not Bombs (BNB) is searching for a passionate and growth-oriented Senior Director of Development & External Affairs to join our team and lead our fundraising efforts as one of BNB's senior leaders. The Senior Director of Development will work closely with the Executive Director to shape and implement an effective fundraising strategy, with a particular focus on growing and sustaining relationships with individual donors, funders, government, and corporate partners as we grow our fundraising budget from \$2,397,720 in FY22 to \$3,517,404 in FY23. The Senior Director of Development & External Affairs will draw on excellent interpersonal skills and a deep commitment to our mission to build strong relationships with members of our board of directors, staff, and current and prospective donors.

The Senior Director of Development & External Affairs will report to the Executive Director, lead a team of five staff members, and directly supervise the Director of Development and Director of Institutional Advancement.

Provide Leadership & Supervision (15%)

- Supervise and support the Director of Development and Director of Institutional Advancement
- Serve as a thought-partner and strategist as part of BNB's Staff Leadership Team
- Play a key role in shaping our growth trajectory
- Serve as the primary staff liaison with the Board/Fundraising Committee and as a resource on all matters related to fundraising and communications
- Support annual budgeting process with revenue projections across funding streams
- Collaborate with the Executive Director, Director of Development, and Director of Institutional Advancement to develop prospecting, cultivation, solicitation, and stewardship goals for individual donors and institutional funders
- Oversee the organization's annual fund, planned giving, and growth campaigns; ensuring that there is adequate focus on balancing strategies to support both sustainability and growth
- Oversee the fundraising component of BNB's database, Bloomerang; prepare and analyze reports to inform development strategy and priorities

Oversee Government Contracts (30%)

- Research and pursue opportunities to grow our portfolio of government contracts (federal, state, and city)
- Oversee administration of government contracts
- Collaborate with the Director of Institutional Advancement to identify and track key metrics associated with compliance

Oversee Grassroots and Major Gift Programs (25%)

- Manage a portfolio of 100-150 major individual donors, moving donors through the pipeline and soliciting donations of \$10,000 or more
- Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record (using Bloomerang) for all interactions



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- Communicate with major donor prospects and donors through cultivation, solicitation, and stewardship meetings and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship
- Oversee the annual campaign raising \$4MM+ in revenue and our \$8MM capacity-building campaign
- Equip BNB staff and board members with the tools they need to participate in ongoing donor identification, cultivation, solicitation, and stewardship
- Oversee stewardship, gift accounting, and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts

Oversee Foundation and Corporate Funding (20%)

- In collaboration with the Director of Institutional Advancement, support and grow a highly complex program portfolio that may include federal, state, county, and/or foundation funding sources and domestic and/or international awards
- Oversee all phases of public grants and contracts administration, including monitoring award compliance, budget development, tracking funding restrictions, and reviewing and approving expenses
- Expand portfolio of corporate sponsors

Oversee Communications & Community Engagement (10%)

- Oversee and collaborate with Development, Institutional Advancement, and Community Engagement teams on vision, development, and execution of communications collateral, including but not limited to semi-annual appeals, giving Tuesday campaign, end-of-year solicitation, e-newsletters, website, and social media
- Oversee BNB's external-facing communications strategy, in collaboration with staff across the organization
- Lead strategy and execution of BNB's annual calendar of fundraising events and communications efforts, including all point of entries
- Play a key role in building BNB's presence with key stakeholders throughout Greater Boston and beyond
- Direct the writing of direct mail letters, special event materials, and other fundraising support or outreach materials

Skills, 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; can work in a fast-paced environment, managing multiple priorities and taking initiative with minimal supervision; demonstrates excellent oral and written communication skills that are effective with a diverse range of audiences; has strong computer skills and is able become proficient in relevant, new software.

Required Qualifications:

- You are committed to the mission of Bikes Not Bombs.
- You come to this role with a strong passion for and personal or professional connections to supporting BIPOC youth who predominantly come from surrounding Boston neighborhoods.
- You have served as a thought partner to senior leaders, particularly in the areas of human resources policy, agency decisions, and organizational structure.



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- You are a self-starter with excellent organizational skills, the ability to juggle varied responsibilities, and keen attention to detail, with experience managing numerous areas of work across an organization with little supervision.
- You bring a deep, demonstrated commitment to advancing Diversity, Belonging, Inclusion and Equity in your workplace and community.
- You are experienced in working with culturally diverse teammates and students, with an awareness and sensitivity to institutionalized racism and classism facing low-income communities.
- You have a strong track record of fostering an equitable and sustainable work culture, encouraging staff to practice self-care and maintain a healthy work/life balance.
- You have exceptional written and oral communication skills and are a talented facilitator, with skills in planning and leading team meetings.
- You have been a back-end administrator of a CRM, ideally Salesforce and/or Bloomerang, with experience creating custom objects and/or fields, building reports and dashboards, analyzing data, and training others on how to use the system.
- You have experience maintaining a high level of confidentiality and sensitivity around human resources issues and organizational knowledge.
- You hold a bachelor's degree or equivalent work experience.
- You are highly organized, and are able to execute projects with exacting levels of detail.

Preferred Qualifications:

- You have 5+ years of experience in development work at a non-profit organization.
- You have 2+ years experience in soliciting major gifts.
- You have 2+ years of experience in managing a portfolio of foundation, corporate, and government funding sources, including government contract administration..
- You are passionate about helping organizations maintain institutional knowledge and have developed your own best practices.
- You have managed budget development processes on both the organizational and programmatic level.
- You have experience using Bloomerang or other tools to automate data entry between spreadsheets and a CRM, like Salesforce.

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.



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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 "Senior Director of Development & External Affairs" 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.