



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Assistant Director of Grants and Evaluation

### Job Description

#### **Position Description**

Bikes Not Bombs (BNB) is seeking a Full-Time (40 hours weekly) Assistant Director of Grants and Evaluation. The person filling this position will be a critical member of the Development and Institutional Advancement Teams. The Assistant Director of Grants and Evaluation manages a robust portfolio of foundation grants and government contracts, playing a major role in ensuring that Bikes Not Bombs meets our annual and long-term fundraising and impact measurement goals.

The Assistant Director of Grants and Evaluation reports to the Director of Institutional Advancement, who oversees institutional giving and impact measurement across the organization. This role is a great opportunity for a strong writer, with previous grants and evaluation management experience, to deepen their leadership skills, while increasing Bikes Not Bombs' capacity to advance its mission. 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 \$1.8 million portfolio of foundation grants and government contracts.
- Play a lead role in crafting and submitting key deliverables, including letters of inquiry, proposals, and reports for a portfolio of approximately 30 institutional funders.
- Collaborate with the Executive Director, the Senior Director of Development and External Affairs and the Director of Institutional Advancement to build cultivation and stewardship plans for all major funders.
- Lead research efforts to add new institutional funding partners to Bikes Not Bombs' institutional funding portfolio.
- Collaborate with the Finance Team to ensure accurate accounting of all grant pledges and payments.
- Collaborate with program Directors, the Director of Institutional Advancement, and the 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.

#### **Data and Evaluation Management**

- Track grant and contract activity in BNB's Bloomerang CRM database and Monday.com project management software.
- Collaborate with the Director of Institutional Advancement and support program staff around tracking and reporting upon programmatic and operational goals, objectives, outcomes, and impact.

#### **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 at least one + years managing a full portfolio of institutional funders.
- Exacting attention to detail.
- Basic knowledge of theories of change and logic models. For youth and racial equity topics is a plus.
- Basic knowledge of monitoring and evaluation (M&E) is a plus.
- Experience with working databases, including Salesforce.
- Experience with CRM databases/software.

- Experience in data collection and reporting.
- Facility in working with spreadsheets.
- 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](#).
- Highly organized and systems oriented.
- Experience with project management software is a plus.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- 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.
- Facility with Macintosh computers, and experience using Google Drive, Google Docs, Google Sheets.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.
- Willingness to work occasional evenings and weekends.

### **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 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 opportunities 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 "Assistant Director of Grants & Evaluation" and your full name in the subject line. The compensation package for this position includes an annual salary of **\$65,000-\$75,000**. 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 January 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 4,000 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.