



Job Description: Director of Development

Location: Newport, RI

Posted: February 1, 2017

Applications processed as received.

Five years young and feisty, Bike Newport works to improve and encourage bicycling, for health and well-being, and as a primary transportation choice for residents and visitors. We do this through partnerships and collaborations with city, state, schools, businesses, agencies and funders. We focus on three primary areas of program and advocacy: community education, bicycle infrastructure, and ridership.

We are a state model for vulnerable road user safety and for multimodal transportation innovation. Bike Newport initiatives and the benefits of biking are central to discussions on improving economy, environment, equity, preservation, and health.

We expect to grow our budget from \$375,000 currently to \$500,000 within the next three years.

Position

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as Bike Newport continues to grow. Holding this leadership position in the organization, the Director will have the opportunity to refine existing resource plans and build the development function.

Responsibilities

- Develop and execute Bike Newport's annual fundraising plan.
- Secure financial support from individuals, foundations, corporations, and the government.
- Engage the ED, the organization's Board Chair, and other board members in outreach and personal meetings as needed to best inform and engage potential donors.
- Research available grants and write grant proposals.
- Maintain an up-to-date calendar of all outreach and grants in progress and planned, as well as all reports due.
- Oversee capital campaigns and other major fundraising drives.
- Manage data entry and gift processing in our donor database, and oversee support staff in these areas.
- Develop and maintain ongoing relationships with major donors on a continual basis.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Oversee the fundraising components of special events.

- Develop, schedule, and track proposals and reports for all foundation, corporate, and government fundraising.
- Perform the above-mentioned duties to help achieve the annual budget.

Other

- Develop new and unique ways to improve the finances of the organization and to create new revenue opportunities.
- Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information and activities.
- Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.

Qualifications

- BA (required), MA (a plus).
- 5-plus years of experience in development.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Knowledge of donor database software.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Certified Fund Raising Executive (CFRE) is a plus.

Bike Newport is an equal opportunity employer, hiring without regard to age, race, gender, sexual orientation or ability and meets all non-discriminatory hiring requirements of the State of Rhode Island.

To apply

Please send your letter of interest and resume to: Bike Newport Executive Director, Bari Freeman, bari@bikenewportri.org with “Development Director Position” in the subject line. Candidates will be considered upon receipt of application.

Bike Newport / 62 Broadway, Newport, RI 02840 / (401) 619-4900 / www.bikenewportri.org

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