



Director of Development

Reports to Executive Director

Updated February 2018

Bike Newport is an exciting fast-paced leader in bicycle advocacy. We bring together community programs and leaders to establish positive outcomes for bicycling in Newport and Aquidneck Island, and to influence statewide bicycle planning.

We believe that bicycling improves health, economy, environment, enjoyment, and overall quality of life and quality of place. Our goal is to get more people on bicycles for both recreation and transportation, and we make progress by focusing on infrastructure, education, and ridership.

All Bike Newport staff are expected to be directly involved in the organization's programs and initiatives, and comfortable in the Bike Garage environment. All staff complete basic bicycle skills training, agree to follow the rules of the road, bike for transportation as much as possible, and serve as role models and advocates for safe cycling.

Reporting to and in partnership with the Executive Director, the Development Director is a leadership position within the organization. The Director will spearhead development efforts by growing, diversifying, and engaging supporters from a mix of public and private sources, including government and non-government grants as well as individual and family foundation gifts.

The Development Director will be experienced in fundraising and donor techniques, relations and communications. Additionally, the Development Director will advocate for bicycles as a transportation and social solution, want to engage more of the community in bicycle friendly progress, and will apply his/her/their professional expertise to achieve these goals.

Job-Specific Responsibilities

- Develop and execute Bike Newport's annual fundraising plan.
- Secure financial support from individuals, foundations, corporations, and 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 applicable 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 in a form that is accessible and shared with the Executive Director
- Oversee capital campaigns and other major fundraising drives.
- Manage data entry and gift processing in the agency's donor database, and oversee support staff activity in these areas.
- Ensure that all gifts and donations receive direct and appropriate acknowledgement.
- Cultivate and steward ongoing relationships with major donors on a continual basis.
- Anticipate, understand and respond to the needs of donors to meet or exceed their expectations within the organization's functions.
- Create and execute a donor-focused 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 grants.
- Perform the above-mentioned duties to help achieve the annual budget.
- Support the Executive Director in all other duties.
- Research and present to the Executive Director new and unique ways to improve development outcomes

and to create new revenue opportunities.

Other Responsibilities:

- Set job priorities, develop and follow a work schedule, monitor progress toward goals, and track activities.
- Keep personal timesheets up to date daily
- Provide monthly activity report to the Executive Director by the 7th day of each month.
- Work cooperatively and supportively with all staff to ensure optimum agency and project progress
- Pet Projects: In addition to the job-specific and other responsibilities listed above, Bike Newport staff are encouraged to take on "Pet Projects" outside of their own job descriptions that are of special personal interest and are directly related to the Bike Newport mission. Pet projects will need to be approved by the direct supervisor and Executive Director, supported in concept by the rest of the staff, and must not impede completion of job-specific tasks.
- Other tasks as assigned.