



more, better & safer bicycling

## Job Description: Development Officer

Reports to: Executive Director

Status: May be P/T or F/T salaried exempt

Salary commensurate with experience: \$50,000-\$65,000

We offer a flexible schedule with a focus on results. Weekend and evening hours are sometimes required.

### Responsibilities:

Donor Relations Management. The Development Officer will design, develop, and implement our major gift program working with existing donors and new prospects. The ability to clearly communicate our organization's mission is key. The Development Officer will energize team members, inform, and engage prospects, and persevere to meet our goals. Essential functions and responsibilities include:

- Work with Executive Director to align efforts and set goals
- Oversee portfolio of approximately 400 donors and prospects.
- Participate in each step of the donor pipeline: identification; qualification through research; cultivation; briefing; solicitation; and prompt follow up, stewardship, and recognition.
- Develop individual donor strategies to renew and upgrade donor gifts.
- Collaborate with other staff to enhance relationships and fundraising and outreach possibilities.
- Manage the system for donor cultivation and stewardship including constituent records.
- Help our donors accomplish their philanthropic goals through a relationship with our organization
- Make direct solicitations and assist the board and staff with their solicitations
- Ensure acknowledgement of donors through public and private recognition
- Track and report progress

Sponsor Management. The Development Officer will take the lead on Sponsor communications, solicitations, and management for the full calendar of events and other sponsorship opportunities.

Development Committee. The Development Officer will support all work of the Board of Directors' Development Committee, including coordinating committee meetings, plans and records.

Grant Writing. The Development Officer will maintain the calendar for writing, submitting grants and related reports, as well as research and advise on new grant opportunities. The Development Officer may also be responsible for grant and report writing and submissions.

Event Planning. The Development Officer will be a member of the event planning team, assisting staff and volunteers with committee work. The Development Officer may also be responsible for event management.

Mentor. The Development Officer will serve as a mentor to one or more apprentices who will be hired to support our development work while learning the skills of a development professional. The purpose of this work is to actively, intentionally, and thoughtfully help to grow and diversity the community of development professionals in our region. Apprentices may be recent graduates or already in the workforce; in either case they will be entering a new and exciting career that benefits themselves and the community. The Development Officer will be a role model, advisor, teacher, and nurturer in this field to the apprentice(s).

Other Responsibilities:

- Set job priorities, develop a work schedule, monitor progress toward goals, and track activities.
- Keep personal timesheets up to date and provide monthly activity report to the Executive Director.
- Work cooperatively and supportively with all staff to ensure optimum agency and project progress.
- Participate in weekly staff meetings.

WORKING AT BIKE NEWPORT:

Bike Newport Mission: to create the conditions that lead to more people biking more often, and to ensure that bicycling is a viable, safe and comfortable primary choice for transportation and recreation.

Bike Newport Vision: More people feel confident and supported to choose biking for both transportation and recreation. Everyone who wants to ride rides whenever they want.

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. Our goal is to get more people on bicycles for both recreation and transportation, and we make progress by focusing on three primary areas: safe road infrastructure, road sharing education, and building bicycle culture. We work with intention to ensure equity in access, participation, and leadership, with a focus on removing obstacles to bicycling such as location, personal mobility, income, language, gender, culture, race, and more.

All Bike Newport staff are expected to be directly involved in the organization's programs and initiatives, and comfortable in the Bike Garage environment. To that end, all staff complete training in bicycle riding, basic bike maintenance, and anti-racism, and work at least one 3-hour shift each month in the Bike Garage. All staff 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 practices.

Together, staff ensure implementation of Bike Newport's organization values in programs, policies and practices, including economic justice, inclusivity, livable/healthy environment and livable/healthy lifestyles.

LOCATIONS: Bike Newport has three physical locations and five differentiated program sites.

Administration: 62 Broadway / Bike Garage: 62 Broadway / The Annex: 56 Broadway / The Big Blue Bike Barn: 20 Sunset Blvd / The Dirt Track: 20 Sunset Blvd

To Apply

Please send one pdf attachment including these three elements:

- 1) Cover letter expressing why you are a good fit for this position, how this position aligns with your career goals, and how you can help elevate DEI (Diversity, Equity, Inclusion) as a part of your work.
- 2) Your current resume – showing alignment with this position.
- 3) Links and references – links to pertinent articles, projects, posts demonstrating your skills in this area, and at least two relevant professional references with contact information. Feel free to indicate privacy/timing requests which will be honored.

Send your application to: Allyson McCalla, Director of Community Relations and Administration, [allyson@bikenewportri.org](mailto:allyson@bikenewportri.org). Resumes considered as they are received. Thank you for your interest!

*updated October 2021*