



more, better & safer bicycling

JOB DESCRIPTION

Title: Development Officer

Reports to: Executive Director

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

Salary commensurate with experience

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

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 are riding bicycles, because they are safe and comfortable doing so. The results of more people riding bicycles include better health, stronger economy, and improved environmental outcomes.

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 infrastructure, education, and ridership. We work to remove barriers to bicycling based on location, personal mobility, financial status, language, gender, culture, race, and any other obstacles. We work with intention to ensure equity in leadership and participation.

Together, staff ensure implementation of Bike Newport's values in programs, policies and practices, including economic justice, inclusivity, livable/healthy environment and livable/healthy lifestyles. Staff complete basic bicycle skills training, as well as equity training, bike for transportation as much as possible, and serve as role models and advocates for safe cycling practices.

Development Officer Responsibilities:

Primary responsibility is management of Donors and Gifts. The Development Officer will design, develop and implement a program to manage relationships with existing donors and new prospects. An ability to clearly communicate our organization's mission is key. Our Development Officer will energize team members, persuade prospects, and persevere to meet our goals. Essential functions and responsibilities include but are not limited to:

- 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 including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
- Develop individual donor strategies, along with materials, to renew and upgrade donor gifts.
- Collaborate with other staff to enhance relationships and create greater fundraising and outreach possibilities.
- Manage systems and software to track and cultivate donors and prospects, including donor database and wealth screening tools
- Maintain an organized system for donor stewardship by updating constituent records, as appropriate.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Generate donations by making solicitations, and assisting the board and staff with their solicitations

- Acknowledge donors through public and private recognition
- Track and report progress using specific metrics

Additionally, the Development Officer will assist with other fundraising efforts including:

- Managing the Development calendar including events, grants, and campaigns
- Grant writing
- Elements of event management
- Business Sponsorships

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.

To Apply

Please send one pdf attachment including these three elements:

- 1) Cover letter expressing why you are a good fit for this position and how this position aligns with your professional career goals. Please also consider and share 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, and posts that demonstrate your skills in this area are welcome. Please also share at least two relevant professional references with contact information. We will honor any privacy/timing requests which you indicate.

Please send your application to:

Susan Raleigh, susan@raleighdevelopmentconsulting.com.

Thank you for your interest!

Updated August 2022