



more, better & safer bicycling

JOB DESCRIPTION

Title: Director of Strategic Advancement

Reports to: Executive Director

Status: F/T Exempt

Salary: \$75-90k commensurate with experience

Bike Newport Mission: 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.

Director of Strategic Advancement Responsibilities:

Primary responsibilities are to oversee the successful execution of our Strategic Plan and successful fundraising to support programs; and to develop and execute long-term strategies to advance Bike Newport's goals.

The Director of Strategic Advancement will ensure that all efforts align with Bike Newport's strategic goals, vision, and budget by working closely with staff, implementing effective project management, and ensuring optimal communication and cross-support among programs and staff with a focus on partnerships, fundraising, and program/project success. It is anticipated that at least 50% of time will be spent overseeing activities and progress in the areas of Fund Development and Ride Island infrastructure advocacy.

Essential functions and responsibilities include but are not limited to:

- Work with Executive Director to align efforts and set goals
- Oversee implementation of the Strategic Plan Workplan
- Work with staff leadership to ensure all activities are in alignment with the Plan's goals.
- Oversee the Development Team to manage and optimize outcomes to secure significant donations from individuals, foundations, and corporations.
- Oversee cultivation and optimization of strategic partnerships.
- Evaluate projects to optimize resource allocation and maximize impact. Track progress towards strategic advancement goals and recommend adjustments as needed.
- Work with staff leadership; communicate project goals and progress to staff, Board, key stakeholders, and cross-functional teams.
- Guide and mentor project management, ensure project teams are properly staffed, equipped and supported to be successful.
- Performance Monitoring: Track project deliverables and metrics, identify potential risks, and recommend corrective actions to maintain project success.
- Innovation and Improvement: Identify opportunities to streamline project processes, implement new methods, and enhance project efficiency.

Key skills for a Director of Strategic Advancement:

- Strong strategic thinking and analytical skills
- Expertise in project management
- Excellent communication and stakeholder management skills
- Leadership and team building abilities
- Financial acumen and budget planning expertise
- Ability to navigate organizational structures

Additionally, the Director of Strategic Advancement will work collaboratively with fellow members of the Leadership Team to achieve success in all facets of our work.

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
- Work cooperatively and supportively with all staff to ensure optimum agency and project progress.

To apply: Applications will be processed as they are received until the position is filled. Bike Newport seeks to reflect the rich cultural diversity of our community and encourages people from all backgrounds to apply.

Please send your resume and a cover letter explaining your interest in working at Bike Newport and in this position specifically, to John Flaherty, jflaherty@greenstreetassociatesri.com.

Thank you for your interest!

Updated August 2025