



more, better & safer bicycling

JOB DESCRIPTION

Title: Development Officer

Reports to: Executive Director

Status: Full-time Exempt or Part-time Hourly

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, immigration status, 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 Major/Leadership Gifts and Sponsorships. 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 donors and prospects including individuals, foundations, and businesses
- 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, and business donor strategies, along with materials, to secure, renew and upgrade donor gifts..
- Collaborate with other staff to enhance relationships and create greater fundraising and outreach possibilities.

- Utilize systems and software to track and cultivate donors and prospects, including donor database and wealth screening tools, with administrative support.
- Ensure an organized system for donor stewardship by providing constituent notes and updates.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Make direct, face-to-face solicitations, and assist the board and staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Track and report progress using contextual metrics TBD, and an up-to-date donor outreach calendar.

Additionally, the Development Officer will work collaboratively with other Development staff to achieve success in grant writing, event management, and other resource development efforts.

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 Susan Raleigh: susan@bikenewportri.org

Thank you for your interest!

Updated August 2025