



## **Bike Durham Seeks a Development Manager (Full-Time)**

Do you believe Durham's transportation should be safe, affordable, and sustainable for all? Do you love interacting with people from different walks of life? Are you a talented communicator passionate about working with residents and business owners to make public transit in Durham great and their neighborhoods safer for walking, biking, or rolling? Are you comfortable asking people to financially support a cause that they believe in?

Bike Durham is a 501(c)3 nonprofit organization that uses events, advocacy, and education, to empower all people to walk, bike and ride transit more often. Our vision is a Durham where everyone has access to safe, affordable and sustainable transportation regardless of who they are or where they live.

We are looking to fill a critical role to manage our staff, board, and volunteers in our development work enabling Bike Durham's delivery on the organization's mission, strategic plan, and annual work plans. This individual will manage the organization's development strategies, as well as volunteer program and event coordination. We are looking for someone who has experience with non-profit development and who shares our passion for transformational change so that everyone in Durham has access to safe, affordable, and sustainable transportation regardless of who they are or where they live.

### *Development Responsibilities*

- Work with the Executive Director, board, and key volunteers to develop, implement, and evaluate the annual fundraising plan to increase individual giving, major gifts, and corporate sponsorship.
- Manage an effective cultivation and stewardship program.
- Manage the end-of-year campaign, two direct appeals, and two raffles per year.
- Assist with event planning to incorporate individual giving and sponsorship goals into event activities.
- Involve the Board of Directors, staff, and other key volunteers in development activities.
- Oversee the organization's membership process using our fundraising and communications platform, Action Network.

### *Volunteer Coordination Responsibilities*

- Develop and implement a strategy for recruiting, engaging, and maintaining new volunteers
- Interview and place volunteers for specific needs such as committees, events, and outreach

### *Event Coordination Responsibilities*

- Serve as the staff liaison to the Outreach/Events Committee
- Coordinate volunteers in the planning and execution of events

### *Leadership Responsibilities*

- Continually work to develop professional skills and stay current with development tools and practices.

## **Are You Who We Are Looking For?**

We are looking for a candidate with the following qualifications:

### Experience

- 2 - 5+ years of employment experience with non-profit development, volunteer coordination, and event coordination
- Experience and comfort working in Durham's racially and economically diverse communities
- Proficient using donor management tools
- Experience working on sustainable transportation issues preferred, but not required

### Knowledge

- Knowledge of non-profit development practices

### Skills and Abilities

- Ability to build trust and relationships with individuals from diverse communities in Durham
- Ability to plan, execute, manage and evaluate programs
- Stellar oral, written, and public presentation skills
- Strong writing and editing skills
- Ability to represent Bike Durham at public meetings and events
- Excellent time management skills and the ability to execute plans under tight deadlines

### Personal Attributes

- Enthusiasm to work with residents and business owners in support of Bike Durham's mission
- Desire to engage diverse communities on sustainable transportation issues
- Outgoing personality
- Self-motivator who is excited to work independently and collaboratively in a less structured environment
- Integrity, dedication, drive, diplomacy

### Preferred Attributes (not required)

- Experience with, or knowledge of, sustainable transportation design and policy
- Experience using software such as: ActionNetwork, Canva, Slack, and Google Suite
- Proficiency in Spanish is desired

## **Compensation, Hours, and Benefits**

Status: Full-Time (40 hours per week), exempt salary

Salary: \$45,000 - \$60,000

Benefits: Salaried employees are granted paid time off (240 hours for 40 hours per week). Bike Durham does not offer health insurance or retirement benefits at this time.

## **To Apply**

**Please send a one-page cover letter, a resume, a writing sample, and three references to [jobs@bikedurham.org](mailto:jobs@bikedurham.org).** We will not contact your references without your permission.

In your cover letter please explain your qualifications for this work, why you are interested in this position with Bike Durham, and your relevant past experience. Please combine all three documents into a single pdf and save with your name "Development\_Manager" in the file name.

We will give priority consideration to submissions of applications received by April 1, 2024.