Role Overview:

The Bike Works Stewardship Manager creates and implements the strategy to engage individuals and businesses in advancing Bike Works’ mission. With a focus on individual and corporate supporter engagement, the Stewardship Manager incorporates cultivation, stewardship, sponsorship, events and the annual fund to build a strategy which includes a robust array of opportunities that engage as diverse community of supporters at every level. This position might be considered a “major gifts officer” or “institutional giving manager” in a more traditional setting and reports directly to the Development Director as part of the Bike Works Development Team.

Essential Job Functions:

1.) Individual Gifts 25%
   a. Portfolio management and engagement for major and recurring gifts, volunteering, and workplace giving (with support from Development Team Members)
   b. 20 phone calls per week to new and existing supporters;
   c. Leverage board and other volunteer support with thank-you calls;
   d. Tours of Bike Works, meetings with supporters, and other engagement strategies.

2.) Sponsorships and Corporate Support 20%
   a. Manage corporate strategy and portfolio to grow corporate support;
   b. Outreach, prospecting, proposals, and asks (with support from Development Team);
   c. Track all sponsorship benefits and reporting;
   d. 5 phone calls per week to new and existing corporate supporters.

3.) Events 20%
   a. Manage logistics and guest recruitment for Bike Works’ annual fundraising gala (Bikecitement) with support from the Development Team;
   b. Work with corporate contacts to arrange for information sessions, corporate and community volunteer groups, and coordinate workplace giving campaigns;
   c. Support other events by administering our bike rack rentals;
   d. Manage logistics for 2-3 Bike Works supporter engagement events annually.

4.) Database Management and Strategy 15%
   a. Ensure data is accurate and tracked in a way to enable moves management, accurate recognition and acknowledgement, and cultivation;
   b. Lead data strategy and donor communications (with support from Development Team) by building complex queries to guide equitable and effective fundraising;
   c. Capture notes for individual and corporate supporters to maintain accurate records of relationships.
5.) Participation in Organizational Culture, Misc. 20%

a. Staff meetings, team meetings, 1:1s, committees, other coordination;
b. Email and task management;
c. Professional development, trainings;
d. Paid volunteering, paid time off.

Qualifications:

- At least 2 years of experience in fund development preferred;
- Comfortable asking for money;
- Proficiency with MS Office and donor databases; knowledge of Little Green Light is a plus;
- Strong interpersonal skills and an ability to communicate effectively in writing, by phone, and in person;
- Proven ability to manage multiple priorities and deadlines while staying organized;
- Comfort pivoting between high-level, strategic work and smaller tasks. No job is too big or too small;
- Ability to work independently, problem solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in a fast-paced, dynamic, deadline driven environment;
- Ability to work flexible hours as necessary, including occasional evenings and weekends for events and donor meetings;
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds;
- Strong understanding of and commitment to social justice, racial equity, and gender equity;
- Love of bicycles a plus;
- Existing community connections and organizational relationships in Seattle a plus;
- Sense of humor, curiosity, and love of continuous learning.

Compensation:

Hourly pay range $28.50 to $30, DOE. This full-time position is eligible for overtime pay. Generous benefits include: healthcare, dental, vision, and life insurance; generous paid time off plus an organization-wide holiday recess from 12/24 to 1/1, a generous wellness time policy, disability; employer matching retirement contributions; annual investment in professional development and physical activity; paid ORCA card; discounts on new and used bikes and parts; casual work environment, unlimited free bicycle puns!

How to Apply:

Email your resume, cover letter, and a writing sample to development@bikeworks.org. Position open until filled.