



**BIKE WORKS**  
BICYCLING • YOUTH • COMMUNITY • EDUCATION • ACCESS • ENVIRONMENT • SOCIAL JUSTICE

Bike Works Classrooms & Offices  
3715 S Hudson St, #101  
Seattle, WA 98118 • 206.695.2522

Community Bike Shop  
3709 S Ferdinand St  
Seattle, WA 98118 • 206.725.8867

[bikeworks.org](http://bikeworks.org)

## COMMUNICATIONS & GRANTS MANAGER

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### ROLE OVERVIEW:

The **Communications & Grants Manager** supports Bike Works' fundraising efforts through grant writing, reporting, prospecting, and invoicing, as well as crafting print and electronic communications for the organization. Our plans to increase our impact in the community depend on the growth of our grants program, which has been the fastest growing revenue stream for Bike Works for the last few years as we pursue multi-year public and private funding. This position requires a strong commitment and deep understanding of racial equity, compelling storytelling skills, strategic analysis of grant opportunities and organizational needs, attention to detail, excellent organization and project management, collaboration with other departments, and enthusiasm for working as part of a team. A successful candidate will be able to draw connections between local and national funding opportunities and Bike Works' youth, adult, community, and recycling programs. They will also be able to keep track of multiple deadlines, work with our bookkeepers on invoicing and tracking grant expenditures, and steward relationships with government and foundation contacts. This candidate will also support organization-wide communications by drafting copy for newsletters, marketing materials, and other communications as needed. This position reports to the Development Director.

### ESSENTIAL JOB FUNCTIONS:

- 1.) **GRANTS MANAGEMENT 70%**
  - A. Written proposals and reports (~125 per year)
  - B. Prospect research and stewardship
  - C. Project management and tracking
  - D. Invoicing and budget management
  - E. Data collection to inform reporting and program evaluation, in collaboration with other teams
  - F. Data analysis to complete reports using our Customer Relationship Management (CRM) database, Little Green Light
  
- 2.) **COMMUNICATIONS & COPYWRITING 10%**
  - A. Website & blog support – writing and editing

- B. Copywriting for written & digital communications (appeals, funder updates, emails, social media posts)
- C. Misc. support as needed with writing and editing for marketing materials, event materials, etc.

3.) **PARTICIPATION IN ORGANIZATIONAL CULTURE, MISC. 20%**

- A. Staff meetings, team meetings, 1:1s, other coordination
- B. Email management
- C. Event content & logistical support (including our annual fundraising dinner, Bikecitement!)
- D. Professional development, trainings
- E. Paid volunteering, paid time off

**DESIRED QUALIFICATIONS & EXPERIENCE:**

- At least 3 years grant writing experience, contract management and budget management experience a plus.
- Experience with data management a plus
- Excellent writing and editing skills.
- Attention to detail and a proven ability to manage multiple priorities while staying organized.
- Proficiency with Microsoft Office suite; a willingness and ability to learn new programs easily.
- Willingness to work outside of office hours on occasion to support events.
- Discretion in handling confidential material.
- Strong commitment to social justice, racial equity and building an equitable environment where all are valued.
- Sense of humor, ability to listen deeply, strategic thinking, creativity, curiosity.

**COMPENSATION:**

Hourly pay ranges \$28.50 – \$35, 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!

This is a hybrid position with at least 2/3 of the time in our Columbia City office.

How to Apply: Email your resume and cover letter to [development@bikeworks.org](mailto:development@bikeworks.org). Position open until filled.