



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

DEVELOPMENT DIRECTOR FULL TIME, EXEMPT

ORGANIZATIONAL OVERVIEW:

Bike Works, based in SE Seattle since 1996, promotes the bicycle as a vehicle for change to empower youth and build resilient communities. Our programs and services invest in young people and encourage bicycling. Our bike shop serves a large customer base with used bike sales, affordable repairs, and new and used parts and accessories. We take in over 7,000 bicycle donations annually and redistribute these bikes through our programs and bike shop. We are committed to continued learning and improvement, with a focus on social justice and racial equity.

ROLE OVERVIEW:

The Development Director is responsible for setting and achieving the organization's fundraising goals, as well as organization-wide marketing and communications. This position reports to the Executive Director and supervises the Stewardship Manager and Grants & Communications Manager. This leadership role collaborates closely with the Executive Director, Board of Directors, Operations and other Department Leads to further the strategic and financial goals of the organization.

ESSENTIAL JOB FUNCTIONS:

Manage fund development through donor organizing, relationship-building, and outreach (30%)

- Lead funding strategy and implementation
- Supervise the Communications & Grants Manager and Stewardship Manager
- Develop and implement a donor organizing strategy that will equip our existing supporter base to engage their networks in conversation

about racial equity and invite them to engage with Bike Works as a political home.

- Oversee the maintenance of the Little Green Light, our donor, volunteer, and program database.
- Oversee gifts processing procedures to ensure that supporters are engaged in a timely and strategic manner.

Manage grant writing and reporting for the organization (25%)

- Maintain an up-to-date grants pipeline of new and existing government and foundation funders.
- Lead grant strategy with an eye to new funding opportunities that fit with the organization's long-term plans.
- Coordinate with the Communications & Grants Manager to delegate grant renewals and reports as needed.
- Collaborate with bookkeepers to craft grant budgets and track multi-year grant income
- Steward relationships with grant funders

Lead our community engagement strategy (25%)

- Oversee accessible and inclusive event content, project management, and execution of Bike Works' annual fundraising event as well as smaller community engagement events throughout the year.
- Maintain an active presence in the community by showing up in meaningful ways for partner organizations throughout the year.
- Develop and maintain active relationships with lawmakers, community organizers, and partner organizations to inform Bike Works' advocacy priorities, in partnership with the Executive Director.
- Ensure that community input continues to inform our work through surveys, community discussions, deep relationships, etc.

Participation in organizational culture (20%)

- Staff meetings, team meetings, committees, 1:1s, other coordination
- Email management
- Professional development, trainings
- Paid volunteering, paid time off

QUALIFICATIONS:

- At least 5 years of fundraising experience with a grounding in donor organizing principles preferred.

- Demonstrated experience cultivating, soliciting, and securing major gifts and large grants (\$100,000+)
- Demonstrated analytical skills and data-driven decision-making.
- Strong written and verbal communication skills with a grounding in inclusive and equitable storytelling.
- Passion for bicycles, Youth and Adult Development, and the mission of Bike Works.
- At least 3 years experience managing people.
- At least 2 years experience managing budgets.
- Demonstrated ability to manage multiple projects at once, keep a large volume of tasks organized, and stay calm under pressure.
- Lived and professional experience advancing racial equity and commitment to anti-oppression work.
- Sense of humor, curiosity, listening skills, patience, collaboration, and strong work ethic.

COMPENSATION:

\$69k - \$82k DOE; this full-time position is not eligible for overtime pay and includes a full benefits package valued at more than \$10,000, including:

- Medical, Dental & Vision Insurance
- 12 days of vacation to start (adding one day for each additional year of work)
- 7 paid holidays, 1 floating holiday, plus a paid holiday recess from 12/24 through 1/1
- 10 days sick leave per year
- Long & Short-Term Disability
- Training & Professional Development for job roles
- Unlimited Orca Card
- EAP Employee Assistance Program
- \$250 reimbursement for any kind of training or continuing education
- \$250 match for employee donations to other nonprofits
- \$250 fitness/gym membership reimbursement
- Discounts on new & used bikes and parts in our Shop
- Retirement match up to \$2,000
- Life Insurance
- Reimbursement for mileage when using your bike for work
- Casual dress code
- Sabbatical policy for 1 month after 5 years

CONDITIONS OF EMPLOYMENT:

Bike Works is an Equal Opportunity Employer committed to supporting a diverse and talented staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that prioritizes equity, access, and inclusion, Bike Works does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Candidates who identify as Black, Indigenous, People of Color, trans, nonbinary, queer, and/or disabled are strongly encouraged to apply.

WHO WE ARE:

- collaborative team players
- passionate educators
- bike riders, bike mechanics
- social justice activists
- energetic and hard workers who manage time and risk
- self-starters with growth mindsets
- personable and humorous

HOW TO APPLY:

Email a cover letter and resume to development@bikeworks.org with "Development Director" in the subject line. Applications received by 6/16/24 will receive priority.