



**JOB TITLE:** Development Associate

**COMPENSATION:** \$31,000 - \$34,000

**BENEFITS:** Health Insurance, vacation, sick & personal leave, bike benefit

**START DATE:** Immediate Opening

### **ABOUT THE BICYCLE COALITION OF GREATER PHILADELPHIA**

For the past forty-five years the Bicycle Coalition of Greater Philadelphia has advocated for better bicycling infrastructure, access, and opportunity – promoting safety and community health. Our small staff come from many walks of life, but everyone here shares the same passion: making bicycling a safe and fun way to get around for anyone in Greater Philadelphia. We work hard to improve bicycling for all people, but we do not lose sight of the fact that *bicycling is fun*. We have an active membership of 2,500 donors and over 19,000 advocates in the community, governmental, public and private sectors that effect change to make our streets safer and our region’s 750 mile Circuit Trail Network accessible and better connected.

### **WHO WE ARE LOOKING FOR**

The Development Associate is a key player in our fundraising team. This person should be dynamic, personable, detail-oriented, outgoing, and have excellent customer service and writing skills. You should be able to thrive in a fast-paced workplace, work with a diversified set of constituents, and handle multiple tasks with a high degree of accountability. Cyclist preferred, but if not you must embrace our mission that bicycling should be a safe and fun way for everyone to get around the Greater Philadelphia Area.

### **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT:**

The Bicycle Coalition of Greater Philadelphia runs on an operating budget of \$1.4 Million. The Development Associate will report to the Director of Development and serve as a member of the Development Team. This position will solicit corporations for membership and event sponsorship, stewarding current corporate donors, and prospecting and cultivation. In addition this individual will be responsible for fulfilling sponsor benefits and soliciting in-kind support for our programs and events.

### **DUTIES AND RESPONSIBILITIES**

The Development Associate will:

- Coordinate and assist with corporate sponsorship prospecting, strategy, and engagement. This person will need to be able to convey our mission and the need to support our work to new audiences.



- Solicit corporate sponsors for financial and product support through phone calls, in person meetings, print and social media. Tender proposals and close on opportunities.
- Gift administration – track, file contact reports, and fulfill deliverables. Update our corporate pipelines, assist in reporting and prospect research.
- Perform general office duties, attend meetings, assist with appointments and calendars.
- Assist in developing fundraising strategies for BCGP's programs.
- Assist with live tabling throughout the year. Assist with rides, social and sponsored.
- Work with development team and take lead on specific events. Develop strategies to enhance return on investment and participation at our existing events and partnerships.
- Deliver exceptional sponsor experiences and satisfaction.

#### **QUALIFICATIONS**

- Experience working with CRM and Donor Management software is preferred (Salesforce, Raiser's Edge, Donor Perfect)
- Strong business writing, data entry, and office skills. Experience with Google Docs, email marketing software, and MS Office.
- Outstanding customer service and people skills. Web research, prospecting, and social media skills. Sales and solicitation experience preferred.
- Commitment to the mission, goals and programs of the Bicycle Coalition of Greater Philadelphia with the ability to present them effectively and encourage support.
- Ability to work some weekend and evening hours.
- Knowledge of national and local business community, cycling community, cycling industry preferred.
- Experience in event planning and coordination preferred.
- Experience with youth development programs and ride logistics a plus.

#### **APPLICATION INSTRUCTIONS**

Interested Candidates should send a resume, cover letter and three references to [search@bicyclecoalition.org](mailto:search@bicyclecoalition.org) by no later than Friday, March 10<sup>th</sup> at 5 PM.

\*A background check will be required for persons working in the Coalition's offices.

\*\*Please no phone calls.

*The Bicycle Coalition of Greater Philadelphia is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*