



JOB TITLE: Development Associate

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

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

START DATE: October 2017

ABOUT THE BICYCLE COALITION OF GREATER PHILADELPHIA

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia (BCGP) leads the movement to make bicycling safe and fun for anyone who wants to ride in our region. Our 2030 vision is that anyone in Greater Philadelphia can enjoy a safe and fun bike ride on a network of connected Circuit Trails, bike lanes, and low-stress streets. We believe that people from all racial and economic backgrounds should have access to safe, healthy and affordable transportation options in the communities where they live, work, learn, and play. Our team works to create a world-class bicycling city and region by leading a movement that represents the diversity of the communities we serve.

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. A cyclist is preferred for this position, with an ability to advance our mission and accomplish our goals.

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. Coordinating events and ensuring support for our youth cycling program is a key component for this position. This individual will assist in soliciting corporations for membership and event sponsorship. This position is responsible for fulfilling sponsor benefits and contributing to our social media strategies.

DUTIES AND RESPONSIBILITIES

The Development Associate will:

- Coordinate, promote, and provide logistical support for events, including smaller scale cultivation events and larger events such as Bike to Work Day.
- Assist with soliciting corporate sponsors for financial and product support through phone calls, in person meetings, and via email and written communication. Produce proposals, invoices, acknowledgements, and process transactions.
- Track opportunities, file contact reports, manage fulfillment process, and update our donor management software. Assist with prospect research and outreach.



- Provide input in developing fundraising strategies for BCGP's programs, particularly those involving corporate funders.
- Fulfill deliverables through social media, contribute to blog posts and newsletter.
- Deliver exceptional sponsor experiences and satisfaction.
- Assist with membership tabling and other outreach efforts.
- Provide support for social and sponsored rides throughout the year.
- Perform general office duties, attend meetings, assist with appointments and calendars.

QUALIFICATIONS

- Commitment to the mission, values, goals, and programs of the Bicycle Coalition of Greater Philadelphia.
- Experience in event planning and coordination.
- Experience working with CRM (Salesforce, Raiser's Edge) and email marketing software.
- Ability to write for multiple audiences. Graphic design skills a plus.
- Knowledge of cycling community is highly preferred. Knowledge of local corporate and philanthropic community preferred.
- Experience with Google Docs, MS Office, MAC OS, and social media platforms.
- Outstanding customer service and people skills. Ability to convey our mission and the need to support our work to new audiences. Sales and solicitation experience preferred.
- Ability to work some weekend and evening hours.
- Accountability, ability to collaborate, commitment to diversity and working with others.
- Knowledge of youth development programs is a plus.
- Valid driver's license.

APPLICATION INSTRUCTIONS

Interested Candidates should send a resume, cover letter and three references to search@bicyclecoalition.org by no later than Thursday, September 7th 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.