

## Development Coordinator - Collective Member

**Principle Function:** Primarily responsible for working with a team to organize fundraising events, cultivate donors, gain sponsors, and write grants to help BICAS raise funds to support its Mission and community programs.

**Job Purpose** - As a member of the Workers' Collective of BICAS, the Development Coordinator is responsible for overseeing BICAS' fundraising and donor cultivation efforts. The Development Coordinator leads the BICAS Fundraising Committee in event planning, fundraising drives, and donor cultivation. This position reports to the Fundraising Committee as well as to the Collective. The Development Coordinator assumes responsibilities across a wide range of fundraising, relationship building, marketing, communications, and management activities. This is a non-exempt position as defined in the Fair Labor Standards Act.

**Pay Rate:** \$15.00 increasing to \$16.80 upon one year of successful employment.

**Estimated Hours:** Full Time, 30-40 hrs/week total.

### **Job Description**

This job is considered a collective member position, contingent upon collective approval after 90 days. The first year is intensive with provided on-the-job training, strategic planning and goal setting. The BICAS Fundraising Coordinator will work closely with other BICAS coordinators, staff, and board to obtain funding for BICAS projects. Additionally, the Fundraising Coordinator will collaborate with the relevant committees or coordinators to pinpoint and fill data gaps necessary for grants. This position requires frequent event planning, community engagement and interaction with the intention of identifying potential donors as well as cultivating ongoing relationships with existing donors.

### **Primary Responsibilities**

#### **Fundraising and Cultivation Activities (30%)**

- Research Grants; apply and assist other staff in applying for Grants.
- Update and monitor the annual development calendar to ensure year-round engagement.
- Assume a lead role in planning and executing all fundraising events, including the Annual BICAS Art Auction.
- Work closely with BICAS finance and program committees to identify potential gaps in funding.
- Create/update relevant fundraising, outreach, and media materials.

- Assist with program event logistics as required, including activities such as photography, volunteer management, or communications activities.
- Compose and release an annual report.

### **Individual Giving and Donor Stewardship (30%)**

- Process donations, generate and track tax-receipts and acknowledgement letters.
- Monitor and ensure the appropriate follow up occurs with donors and supporters.
- Contribute to BICAS media communications, drafting content for supporters and donors in monthly newsletters, social media posts, and website updates.
- Arrange campaign logistics for annual donation drives such as AZ Gives Day, Giving Tuesday, and the End-of-Year Campaign for Arizona Tax Credits.
- Cultivate relationships with donors.
- Maintain and build the donor database using CiviCrm.
- Manage daily in-kind donation data collection.
- With a regular presence in the BICAS community shop, treating all customers and people receiving our services as important donors contributing to the BICAS mission.

### **Corporate and Foundation Relations, Including Program Support (30%)**

- Conduct grant and sponsorship research.
- Build relationships with foundations and local sponsors.
- Facilitate the collection of necessary data and appropriate registrations for a variety of grant proposals including demographics and financial information.
- Assist with recognizing Grantors, Foundations, or local businesses and communications related to sponsor and grant marketing and acknowledgement efforts.
- Assist program committees with grant reporting, documentation, recognition, and promotion requirements.

### **BICAS Collective and nonprofit governance (10%)**

- Attend and participate in bi-monthly collective meetings, annual retreats, strategic planning, and collective governance activities.
- Participate in annual Board Recruitment activities.
- Support additional BICAS committees such as Media, Volunteers, and Finance.
- Participate in temporary committees as needed including hiring committees, Peer Review committees, etc.

### **Minimum Qualifications**

- Understanding of and belief in the BICAS mission, vision, and values
- Values driven with a strong commitment to social justice

- Demonstrated experience and comfort in fundraising, soliciting donations, and/or planning major events
- Outgoing, enthusiastic people-person
- Strong written, verbal, and interpersonal communication skills
- Excellent time management and organizational skills
- Highly self-motivated with ability to create own structure for productivity
- Ability and willingness to work within a collectively-run organization
- Experience with event planning/coordination
- Familiarity with google drive

### **Preferred Qualifications**

- Previous experience and/or education in fundraising/development
- Experience with CIVICrm, or other Contact Resource Management software
- Experience with HTML, wordpress, Mailchimp, or other web based systems
- Non-profit grant writing experience
- Bilingual speaker/writer

### **Work Environment**

- Position includes both in-person and remote workflows. Shared administrative offices with climate control at BICAS with an option to occasionally work from home.
- Many fundraising events take place outdoors, this position will spend at least some time working outside in various temperatures and weather conditions.
- Schedule is flexible past the main training period. However, events and fundraising tasks will occasionally require long days, evening hours, and weekend availability.

### **Benefits**

- Paid sick leave with additional leave for covid-related illness
- 40 hours paid vacation time annually
- 50% discount on new parts sold in the BICAS shop
- Ability to make special orders for bike parts from our distributors
- A voice in the workplace and equal vote as a member of the BICAS Collective (pending 90 day training and trial period)
- At least two paid trainings focused on personal and professional development per year
- Paid on-the-job training in nonprofit fundraising and development
- Paid trainings in basic bicycle mechanics