

Development Manager-Job Description

Rate of Pay: \$50,000 per year

Benefits: 40 hours of sick pay, 20 hours of vacation pay, and 8 paid holidays.

Hours: This is a full time position requiring an average of 40 hours per week.

Location: Hybrid work environment. Some in person work is required.

Job Purpose: As a member of the Workers' Collective of BICAS, The Development Manager is responsible for overseeing BICAS' fundraising and development efforts, leading the organization to financial sustainability and growth. This position reports to the Fundraising Committee and The BICAS Collective. The Development Manager leads the organization's development efforts.

Job Description

This job is considered a collective member position, contingent upon collective approval after 90 days. Within the first year of employment, The BICAS Development Manager will be successful in creating fundraising implementation plans that drive the organization to greater success, financial sustainability and growth. The BICAS Development Manager will work closely with other BICAS coordinators, staff, and board to obtain funding for BICAS projects. Additionally, the Development Manager will collaborate with the relevant committees or collective on frequent event planning, community engagement and interaction with the intention of identifying potential donors as well as cultivating ongoing relationships with existing donors. This position is responsible for raising a minimum of \$325,000 per year through donations, grants, partnerships, memberships, corporate giving, events, and fundraising campaigns.

Responsibilities:

Individual Giving (20%)

- Create and implement a strategic plan to grow annual donations, obtain more donors, major donors and prevent lapsed donors.
- Conduct ongoing donor engagement to sustain, and grow BICAS' donor base.
- Identify donor prospects and acquire new donors for bicas.
- Process donations, generate and track tax-receipts and acknowledgement letters.
- Record donations and gifts in BICAS' CRM.
- Monitor and ensure the appropriate follow up occurs with donors and supporters.
- Arrange logistics for all donation drives, and giving campaigns.

Memberships (15%)

- Create and implement a strategic plan to grow and sustain bicas memberships.

- Carryout a minimum of two membership campaigns per year.
- Continuously engage with members and send thank you letters.
- Implement member perks such as auction previews and sale early access days.
- Prepare membership packages upon sign ups.
- Work collaboratively with the Visual Communications Designer and/or community artists to create a new membership t-shirt to gift to new members.
- Work collaboratively with the Outreach Coordinator to prepare membership materials to be shared with the public in order to secure more members.
- Identify member prospects to secure and acquire new memberships for bicas.

Grants (25%)

- Conduct ongoing grant research in order to apply and secure grants
- Write and submit grant proposals.
- Submit grant reports as required by grant agreements
- Facilitate the collection of necessary data for a variety of grant proposals including demographics and financial information.
- Provide information and education about annual grant funding, grant requirements and funding status to the BICAS Collective.
- Work with Program Coordinators to utilize grant funding to meet their programmatic goals and objectives.
- Fulfill any funder requests such as program photos or public acknowledgement.

Corporate Giving (15%)

- Secure sponsorships through community outreach, relationship-building, and sponsorship requests.
- Sustain relationships with corporate donors and sponsors by ongoing recognition opportunities and providing agreed upon public acknowledgement.
- Implement a strategic plan to obtain and maintain sponsorships.
- Manage sponsorship and partnership agreements and invoices as well as satisfying the agreed upon terms and recognition opportunities
- Identify new sponsorship prospects to secure for events and programs.

Events and Campaigns (15%)

- Create a strategic plan for each event and fundraising campaign.
- Organize fundraising events to meet annual fundraising goals
- Implement BICAS' annual Beer for Bikes Fundraiser and/or The BICAS Art Auction.
- Coordinate with the Volunteer Coordinator to ensure BICAS events have the proper volunteer support to staff the events.
- Send sponsorship requests and donation requests to ensure the events have in-kind or financial sponsorships as well as items for raffles, auctions and prize games.
- Collaborate with the Visual Communications Designer to formulate a media plan for the event.

Media & Outreach (5%)

- Collaborate with the Visual Communications Designer to create an annual media plan including donor newsletters, social media posts and website publications.
- Utilize various multimedia tools to connect with donors, members and prospects.
- Create emails to donors, members, or donor prospects using BICAS' CRM Keela
- Collaborate with the outreach coordinator to create an annual outreach plan and to share materials to be used at community outreach events in order to gain donations, acquire new donors and members.
- Attend media committee meetings as needed.

Finance, reporting and collective participation (5%)

- Collaborate with The Finance Coordinator to identify gaps in funding, opportunities for reducing costs, and strategize new methods to sustain and grow the financial health of the organization.
- Attend monthly Finance meetings and review reports alongside the finance committee.
- Communicate incoming funding with the collective providing details on their designation.
- Record donations, grants and partnerships using BICAS' CRM and google drive.
- Create monthly and quarterly fundraising reports to be shared with the collective.
- Work collaboratively with the Finance Coordinator to create the annual budget.
- Attend and participate in monthly collective meetings, annual retreats, strategic planning, and collective governance activities.
- Participate in committees as needed including hiring committees, Peer Review committees, etc.
- Work collaboratively with program coordinators to set goals and review grant needs.
- Implement processes for data collection to be used for grant reports.
- Create and carry out the annual development plan.
- Create and organize annual fundraising plans into accessible documents for collective members to view.

Minimum Qualifications

- Belief in the BICAS mission, values, and vision.
- Commitment to bicas' collective model of consensus-based decision making.
- Passion for supporting marginalized, low-income or at-risk communities.
- Prior experience in the nonprofit setting.
- Minimum of 2 years of work experience in nonprofit fundraising.
- Experience writing successful non-profit grant proposals.
- Experience with google drive and related applications.
- Experience using a CRM.
- Experience reading financial statements,

Information about working at BICAS

BICAS is not a traditional workplace, but is a mission focused and community powered organization. An ideal candidate will be familiar with BICAS' mission and vision, is open to learning and trying new approaches; and has motivation to support a grassroots nonprofit. Candidates should have awareness and passion about social and environmental sustainability, local economics, bicycle mechanics, cooperative involvement, and collective decision-making. As an organization utilizing a non-hierarchical model, we require each employee to respect the collective, value consensus-based decision making, and have willingness to work with people of different backgrounds. Our collective is the base for all major decisions regarding the organization's structure and policies. With our structure in mind, bicas seeks a collaborative team member to strengthen BICAS through bookkeeping, knowledge-sharing and financial management.