



DEVELOPMENT DIRECTOR Job Description

Background: Founded in 1994, Recycle-A-Bicycle is a community-based bike shop and 501(c)3 non-profit organization that utilizes the bicycle as a resource to foster youth development, environmental education, community engagement, and healthy living. Through retail storefronts, social entrepreneurship, and innovative programs, Recycle-A-Bicycle empowers the youth of New York City.

Position Available: The Development Director will be responsible for creating a strategy plan to maintain and grow Recycle-A-Bicycle's funding from individual donors, corporate sponsors, and foundation sponsors. The Development Director will manage membership and events and will work with Executive Director to cultivate strategic partnerships when appropriate. Under the primary supervision of the Executive Director, the Development Director will be responsible for the following tasks:

- Develop, coordinate, and implement annual development plan and strategy
- Lead and manage the organization's overall development efforts
- Manage Recycle-A-Bicycle's membership program, which includes identifying and securing Members, and engaging them through communications and ongoing service opportunities
- Cultivate and nurture relationships with current and potential individual donors, corporate sponsors, foundation sponsors, and strategic partners
- Research new individual, foundation, and government prospects
- Write grant proposals and reports to corporate, foundation, and government funders
- Develop and grow organization's individual donor/membership base
- Train and lead other staff to support fundraising and marketing efforts
- Manage annual benefit, events, and membership campaign
- Write fundraising letters and appeals; oversee mailings

Experience/Qualifications:

- College graduate with at least 3 years development experience in non-profit sector
- Proven record as a successful fundraiser
- Outstanding written, oral and interpersonal communication skills
- Strong planning, organizational and analytical skills
- Visionary and innovative thinker
- Ability to work collaboratively with Staff, Board, and Community Partners
- Significant experience in the area of youth and community development is preferred
- Knowledge of the biking community of New York City is preferred
- Master's degree in a relevant field is a plus

Deadline for applications: March 2, 2012

Starting Date: April 2, 2012

Compensation: Salary is commensurate with experience

For more information about Recycle-A-Bicycle: www.recycleabicycle.org

Procedure for Applying: Qualified candidates should e-mail a current resume and cover letter to Pasqualina Azzarello, Executive Director, at director@recycleabicycle.org