



## **Development Assistant and Office Manager**

### **Bicycle Coalition of Maine**

Interested in making Maine a better place to bike and walk? Join the Bicycle Coalition of Maine in our mission to improve conditions for cyclists and pedestrians across the state! Through education, advocacy, and encouragement work, the Bicycle Coalition of Maine (BCM) works to expand biking in Maine, improve bike and pedestrian safety, pass bike- and ped-friendly laws, and spread a love of being active to children and adults alike.

The Bicycle Coalition of Maine is an equal opportunity employer. We celebrate diversity and do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status, gender identity, or gender expression.

### **Position Description**

The Development Assistant and Office Manager works to grow and steward the BCM membership while managing the day-to-day operations of the office. Working closely with the Mission Advancement Director and the Communications Manager, the Development Assistant and Office Manager will ensure high quality communications with all BCM members, donors, vendors, and stakeholders. The Executive Director will oversee certain aspects of the Development Assistant and Office Manager's responsibilities, including tasks related to HR, finance, accounting, etc.

### **Development Assistant - 55%**

As Development Assistant, this person will be a point of contact for all BCM members, processing donations and ensuring all members are properly acknowledged in a timely manner. This person will manage our membership renewal process and work closely with the Mission Advancement Director to ensure proper stewardship of mid-level and major donors. This person will manage the donor database, ensuring data integrity and creating donor lists and reports as needed for direct mail appeals, mass emails, and metrics reporting. This person will assist in the creation and logistics of two to three appeal letters per year, as well as the logistics of other campaigns, such as Giving Tuesday or the BCM Super Raffle.

### **Office Manager - 35%**

As Office Manager, this person will monitor the office phone and info email account, responding to questions, comments, and concerns in a timely manner. This person will also manage incoming and outgoing mail, including processing checks, paying monthly bills, and compiling and mailing program materials as needed. This person will manage relationships with BCM vendors and will manage the inventory and purchase of office supplies, electronics, office furniture, and BCM merchandise. This person will be responsible for some HR-related tasks,



such as onboarding new employees, and will also manage certain accounting tasks, such as printing checks, making bank deposits, and running reports.

### **Events and Outreach - 10%**

As is the case for all BCM employees, this person will play a supporting role in the planning and execution of BCM events, such as the Great Maine Bike Swap and BikeMaine. The Development Assistant and Office Manager will provide support for member recruitment at events, and will occasionally be expected to table for the BCM at partner events.

### **Qualifications and Experience**

- 2-3 years relevant experience
- Bachelor's degree preferred
- Strong organizational and communication skills, both written and verbal
- Database experience, preferably Raiser's Edge or other Blackbaud products
- Experience with Microsoft Suite, Gmail and Google Suite
- Must have strong interpersonal skills and discretion in handling confidential information
- Positive attitude and ability to be a team player is a must!
- Ability to work occasional evenings and weekends, including travel around the state on occasion for events

**Note:** The BCM staff is currently working remotely due to the COVID-19 pandemic. While they will also work remotely during the pandemic, the Development Assistant and Office Manager will be expected to spend approximately one or two half-days per week in the BCM office to perform certain tasks such as collecting mail, processing checks, etc.

### **Additional Job Information**

Salary: \$38,000-\$42,000

Job Type: Full-time

Location: Portland

### **Application Details**

How to apply: Please submit a letter of interest and your resume to [mariah@bikemaine.org](mailto:mariah@bikemaine.org).

Application Deadline: 10/30/20; interviews may begin before deadline so please apply early.