



Bike & Build, Inc.

www.bikeandbuild.org

6614 Ave U #94088 - Brooklyn, NY 11234 - T: 609-451-0463

Position: Director of Operations and Development (DOD)

Salary: \$57,225 plus Benefits Package (Health, Dental, Retirement, 5 weeks PTO)

Reports to: Board of Directors

Introduction and Summary:

Bike & Build is a 501(c)(3) non-profit organization that hosts cross-country and regional cycling trips centered on engaging young adults around affordable housing issues across the country. Bike & Build's staff is small but mighty, made up of 3 full-time Directors. Together with the Director of Outreach and Communications (DOC) and the Program Director (PD), the Director of Operations and Development (DOD) works to ensure the long term sustainability, success, and growth of the organization. The staff structure is unique in that there is no Executive Director; the 3-Director, laterally-structured staff collaborates daily with the Board of Directors, with the full-time staff taking on considerable responsibility in directing the future of the organization.

The DOD's role is split into two main areas of work - general operations of the organization and fundraising. Specific areas of focus are listed below. Because Bike & Build's current organizational structure is lateral, and without an Executive Director, this role also takes on the majority of the interaction with the Board of Directors, supported by the PD and DOC. The DOD will spend the majority of their time working remotely, but will support the PD with trip-related travel as needed. Proximity to an airport is ideal to support the PD with trip orientations and end of trip visits, but is not required.

This is a full-time, year-round position, with benefits. Bike & Build is currently an entirely virtual staff and Board, so this job can be performed from anywhere in the United States. **While participation in a previous Bike & Build trip as a Rider or Trip Leader is a plus, it is also not required.**

Required Qualifications:

General Qualifications:

- 4+ years of work experience **OR** Bachelor's degree and 2+ years work experience post-college
- Experience with all operational aspects of non-profit planning, management, compliance, and HR
- Experience supporting organizational diversity, equity, inclusion and justice processes
- Experience cultivating, recruiting, and managing corporate and individual donors
- Event planning experience
- Demonstrated leadership ability; capacity to work well with diverse constituents
- Demonstrated ability to work in a collaborative team environment with co-Directors, members of the Board of Directors, and Bike & Build alumni
- Proven self-starter able to handle multiple time sensitive projects at once
- Passion for affordable housing and/or getting young adults involved in service
- Patience, flexibility, and great communication skills
- Outstanding sense of humor

Cycling Qualifications:

- Must be able to ride a road and/or gravel bicycle comfortably, confidently, and safely in order to support and demonstrate Bike & Build's safety trainings. If no prior experience as a cyclist, applicants must show a strong desire and willingness to learn
- First Aid/CPR certification are required as part of the onboarding process

Computer Qualifications:

- Google Suite – ability to create and manage shared Drive, shared calendars, create documents, sheets, and presentations to share with Board of Directors
- Experience with basic accounting using QuickBooks Online.
- Experience with database and project management software strongly preferred (Salesforce)
- Ability to manage high volumes of emails and use electronic task management tools
- Experience with WordPress, Zoom, and donation platforms is a plus

Director of Development and Operations duties include but are not limited to:**Budget and Monthly Bookkeeping**

- Lead annual budget creation and presentation to Board of Directors for approval
- Reconcile QuickBooks Online each month and incorporate money spent into working budget
- Present monthly budget updates to the Board of Directors
- Monitor daily account balances throughout summer months (i.e. track leader spending habits)
- Maintain Charitable State Registrations
- Maintain Donor Drive site (service fees, tax receipts, reports as needed)

Payroll and Human Resources

- Execute bi-weekly payroll for full and part-time staff
- Lead organization's staff benefits (health, dental, 403b, etc)
- Execute leader and staff hiring paperwork (W2's, B&B debit cards issued, set up correct tax withholding, etc.)
- Monitor State and Federal Workers compensation compliance and claims (when needed)

Annual Self-Audit and Financial Reporting

- Work with an outside auditing firm to conduct a thorough review of the prior year's financial performance
- Finalize annual 990 with auditors and present finished product to Board of Directors for review
- Be the voice for Bike & Build's finances to the public

Development:

- Work with Board of Directors on annual fundraising plan and execution of plan
- Lead organization's donor stewardship
- Lead all fundraising campaigns and events
- Develop and expand corporate sponsorship program
- Expand non-rider fundraising/revenues

Board of Directors Communication

- Lead organization's communication with Board of Directors
- Coordinate with other directors to craft/send agenda items to Executive Committee for upcoming board meetings
- Assist Executive Committee with board recruitment and onboarding process

Director Support

- Collaborate and support fellow directors in programming and marketing efforts

Promoting Long Term Bike & Build Goals:

- Ensure that safety is our top priority
- Public/Community Relations – Ensure that Bike & Build is consistently presented in a positive manner; plan local events to raise awareness about the organization; identify possible media outlets for coverage.
- Working with co-directors to ensure strategic plan is implemented and used in decision making

Bike & Build embraces and encourages our employees', riders', and board members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics such as personality and personal interests that make our employees, teams, and organization unique.

How to Apply and Start Date:

To apply, submit a cover letter and resume to hiringcommittee@bikeandbuild.org. Applications will be reviewed on a rolling basis. Applicants will be notified by email if they have been selected for an interview. The new DOD will start as soon as possible.