



**Position:** Director of Development

**Salary Range:** \$65,000 - 75,000

### **Position Summary**

BBP's Director of Development works with grassroots and major donors, grant makers, and community partners to empower our mission and grow our impact in our community. The Director of Development serves on BBP's leadership team and works in close partnership with the Executive Director, in addition to directly overseeing the Marketing Manager and Advocacy & Engagement Lead to integrate fundraising, marketing, community engagement into a cohesive development strategy.

### **Key Responsibilities**

- **Fundraising**
  - Work with the Executive Director to execute an annual donor development plan that grows BBP's major donor relationships and grassroots giving base through personal meetings, networking, presentations, and ongoing communication
  - Maintain accurate donor records and oversee documentation and training related to development processes, reports, and database (Bloomerang) procedures
  - Identify and pursue new individual and institutional giving opportunities in alignment with BBP's strategic priorities
- **Events, Campaigns & Sponsorships**
  - Lead strategic planning, logistics, and fundraising for BBP's development calendar, including:
    - Bike Prom – BBP's gala-style fundraiser
    - Idaho Gives – Statewide day of giving campaign
    - Open Streets Boise – Advocacy-focused community street event
    - Holiday Kids Bike Giveaway – BBP's flagship community impact event
  - Mobilize and coordinate with staff, volunteers, and board members to support event planning and execution
  - Evaluate, foster, and expand partner relationships to maintain & grow ongoing organizational support of like-minded sponsors; support sponsor relationships and satisfy sponsorship agreements
- **Corporate Grants and Foundational Giving**
  - Work with the leadership team to identify annual grant needs and opportunities aligned with BBP programs and strategic initiatives

- Manage grant writing in leadership team and fulfill regular grant reporting requirements accurately and on time
- Work alongside the ED to develop and steward relationships with Foundations in the Boise area and beyond
- **Departmental Leadership**
  - Marketing & Communications
    - Supervise the BBP's Marketing Manager to ensure consistent, high-quality promotion across newsletters, email campaigns, social media, the annual report, website, and other channels
    - Collaborate with the Marketing Manager and Executive Director on press releases, media outreach, and public-facing communications
  - Community Engagement / Bicycle Advocacy
    - Supervise the Advocacy & Engagement Lead's work on community engagement, outreach campaigns, and events
    - In collaboration with the Executive Director and Advocacy & Engagement Lead, oversee BBP's community engagement and advocacy efforts
- **Organizational Leadership & Strategy**
  - Serve as a member of BBP's Director team, contributing high-level input on organizational needs, challenges, and opportunities
  - Participate in and support organization-wide strategic planning; help align development strategy with BBP's long-term mission and growth goals
  - Manage the development department budget; process accounts payable and track expenses in QuickBooks Online
  - Prepare and present development, marketing, and advocacy updates to the board as needed

**Experience and Qualifications:**

While no one person will embody every quality, our ideal candidate will bring many of the qualifications and attributes listed below. BBP's most successful employees excel in flexibility, teamwork, and the ability to hustle.

- Commitment to BBP's mission, core values, and belief that "everyone is welcome and all bikes belong"
- Significant experience cultivating long-term support from donors, including major gift experience
- Proven ability to build meaningful partnerships with community organizations, corporate partners, and funders
- Experience in grant writing and corporate giving
- Marketing, communications, or brand strategy experience; Skilled in creating compelling written and oral communications for fundraising and community audiences

- Demonstrated organizational and financial management skills; experience with QuickBooks or similar accounting/tracking tools preferred
- A team builder with well-developed organizational skills with the ability to think creatively and flexibly
- Commitment to a collaborative organizational culture that encourages healthy feedback and accountability
- Availability for evenings and weekends as required by BBP's events schedule
- Passion for safe streets and bicycle advocacy is a plus
- Experience with CRM platforms - specifically Bloomerang - a plus

**This is a salaried, 40 hour/week job located in Boise Idaho, with a Mon. - Fri schedule. Some availability on weekends and evenings required.**

**Starting salary: \$60,000 - \$70,000 pending experience.**

**Benefits:** 100% BBP covered health insurance, 120 Hours paid vacation + Week long Holiday in December, 80 hours sick leave, employee assistance program, simple match IRA, monthly bicycle commuter benefits and deep bicycle industry discounts

#### **How to Apply:**

- Review BBP's mission, vision, and values below prior to applying.
- Submit the following to [careers@boisebicycleproject.org](mailto:careers@boisebicycleproject.org)
  - Resume and a Cover letter including
    - A short description of a successful fundraising campaign or event which you managed - did you hit your goals? What did success look like?
    - An example of a time when you conceived of and executed a messaging or storytelling campaign - what went well, what would you do differently?
    - An example of how a bicycle has made an impact on your life?

Posting date: 3/24/26 - **Priority will be given to applications received by 4/15/26**

---

*The only way BBP can achieve its mission is by creating inclusive spaces in our shop, on our rides, at our events, and in our community for groups of people who have systematically been marginalized. We want to reaffirm our ongoing commitment to black, indigenous, people of color, all bodies and abilities, LGBTQ+ people, and other marginalized communities. We will back up this commitment with actions, outcomes, and continual evaluation. We invite you to join us in this work with courage and curiosity!*