



# Job Description:

## Pedaling Minds Development Coordinator

***Are you driven to help small organizations do good work, expand their impact through local partnerships, and raise funds to ensure families in all communities can ride bikes? If any of this applies to you, please consider this part-time opportunity!***

### **Pedaling Minds**

Pedaling Minds is a 501(c)3 non-profit organization and was founded by Olympian Mike Friedman. Our mission is to help every person have fun riding a bicycle with control and confidence. Established in 2017, thus far Pedaling Minds has helped over 1,500 children ride bikes. We believe riding bikes is a powerful and positive influence in anybody's life. From individual confidence to special family memories, riding changes lives for the better. Yet many people don't know how to ride a bike, or they struggle to learn and never really attain the confidence needed to make riding a lifelong practice. We specialize in helping riders overcome these problems. And we are excited to be in a growth and expansion phase!

Pedaling Minds has big plans. In the next few years we hope to centralize our operations into a permanent location, create a series of satellite training locations, establish a digital platform for lessons, and create a training program for aspiring coaches. All our activities are focused on elevating our core competency: building confidence and the skillset to enable a lifetime of riding.

We are currently looking for a part-time Development Coordinator. This individual will work with our executive committee and in particular our COO and Director of Impact to build and support our fundraising efforts. We are interested in individuals with local nonprofit experience and who have a demonstrated record of successfully finding and receiving funding from various grants and philanthropic sources. Additionally, our Development Coordinator will assist in planning, coordinating, and supporting various fundraising efforts throughout the year. Our fundraising includes both local and national outreach efforts; experience in both areas is important. We are in an exciting phase and there are many chances for this role to have a significant impact on how Pedaling Minds



develops going forward. That said, this person must believe in our mission and embody our leadership and organizational values through their work.

<b>Organizational Values</b>	<b>Staff and Leadership Values</b>
I can	Inspire
3 Ps (practice, perseverance, patience)	3 Ps (practice, perseverance, patience)
Fun	Empathy
Control builds confidence	Know when to push
Team mindset	Develop trust
Awareness	Data driven
Data driven	Fun
Initiative	

## **Position**

Our Development Coordinator must be an independent, motivated individual capable of sourcing and landing funding and able to maintain donor relations. This individual will report to and work side by side with our executive committee and should be comfortable making oral and written reports. While the hours are flexible, we expect all applicants are available during the week for a set virtual meeting/s.

Specific tasks include:

- Source local and national funding opportunities
- Write grant proposals
- Work with our team to ensure compliance with any reporting requirements
- Ensure all funding sources are appropriately acknowledged
- Lead all correspondence with funding sources including thank you letters, updates for social media, and community updates
- Build relationships and secure business sponsorships

- Work with our executive team to develop and execute fundraising activities locally and nationally
- Work with our Director of Programming and team of coaches to ensure donation information is present in our in-person and digital programming
- Be a leader in work with our executive committee to establish and support donor tracking and administrative information storage related to fundraising activities
- Support our executive committee, as needed

### Required Skills

- Demonstrated success raising funds in and around the Colorado Front Range area
- Demonstrated success with grant writing and philanthropic partnerships
- Experience in writing text, copy, or other written material for fundraising purposes
- Experience developing successful fundraising activities (in our sector is a plus!)
- Ability to be autonomous, supportive, and maintain a growth mindset
- Positive attitude
- Be a fast learner and take initiative
- Be reliable
- Comfortable with various digital platforms for group meetings
- Competent and compelling writing skills

Additional skills we are interested in, but which are not required:

- Comfortable learning new skills
- Understands working with kids, primarily in the 6-10 age range
- Experience communicating updates in social media platforms including Facebook, Instagram, and LinkedIn

## Work dates and locations

The work can be performed remotely; however, applicants will need to demonstrate in-person fundraising experience in and around the Boulder/Denver and Front Range area. This is a part-time job with a starting load of 8h/week. Hours are expected to grow over time. The specific work times are flexible but participation in team meetings during the work week (M-F, 9AM-5PM) is expected.

**Pay** \$22/hourly starting salary

## Interested?

If you are interested in the position, please submit a CV or resume and a brief letter about why this job is interesting and why you would be a good fit for the position. Please send these items to [Lindsay@pedalingminds.org](mailto:Lindsay@pedalingminds.org) and [noemi@pedalingminds.org](mailto:noemi@pedalingminds.org). For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>