



Job Description: Pedaling Minds

Part-Time Director of Development

Are you driven to help small organizations do good work, enthusiastic about developing and cultivating relationships with donors, and motivated to help us ensure families in all communities can ride bikes? If this speaks to you, please consider this part-time opportunity!

Pedaling Minds

Pedaling Minds is a 501(c)3 non-profit organization 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 skill set to enable a lifetime of riding.

We are currently looking for a part-time Director of Development. This individual will work with our executive committee to perform our development priorities. We are interested in individuals with non-profit experience in the Front Range area and who have a demonstrated record of successfully raising funds from individual and organizational sources, as well as landing small-to-medium-sized grants, e.g. \$5,000 to \$50,000. This individual will be responsible for finding,

cultivating, and executing all elements of Pedaling Minds' donor-driven revenue. It will be important that this individual is comfortable with outreach, positive relationship building, and event planning concerning fundraising. Our organization is at a pivotal point; we are scaling from operating with 2-4 persons to an organization with 6 staffed departments, we are diversifying funding sources, and we are ready to execute a growth plan that will transform our organization into one with significantly more reach, and running programming for marginalized populations.

Position

Our Director of Development must be independent, outgoing, organized, proactive, and motivated. While the hours are flexible, we expect all applicants to be available for a set virtual meeting/s during the week.

Specific **responsibilities** include:

- Overseeing daily development activities, such as grant reporting, thank-you letters, and maintenance of donor database
- Ensuring that all reporting requirements are fulfilled
- Tracking all incoming donations and ensuring that the development department is on track for its annual goals
- Curating and executing 2-4 fundraising events per year
- Developing donor reports for the executive team and board members to support decision-making
- Working with the Dept. Directors, specifically Operations for budget creation and Programming for event planning - Programming, Development, and Operations form our core executive team
- Tracking budgets and updating the Director of Operations monthly
- Supporting the organization as it finds and serves marginalized populations with programming, especially related to the funding requirements of such programming
- Creating an annual development plan and budget
- Establishing, maintaining, and communicating with key program officers and prospective funders

Requirements

- 5+ years of experience in non-profit development (in our sector is a plus!)

- Demonstrated success raising funds in and around the Colorado Front Range
- Demonstrated success with grant writing and philanthropic partnerships
- Demonstrated success managing grants through their life cycle
- Experience developing written material for fundraising
- Ability to be autonomous, supportive, and maintain a growth mindset
- Assist the executive team with all team-identified needs
- Demonstrated success managing small and expanding teams
- Comfortable with various digital platforms for group meetings
- Able to communicate clearly and effectively with a variety of audiences

Work dates and locations

The work can be performed remotely; however, applicants will need to attend in-person meetings with the executive team every quarter in and around the Boulder/Denver and Front Range area. This is a part-time job with a starting load of 15 h/week. Hours are expected to grow over time. The specific work times are flexible but participation in weekly team meetings (M-F, 9AM-5PM) is expected.

Pay and Employee status \$1,500/monthly starting rate, as a W-2 employee (no paid time off and no benefits at this time)

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 mike@pedalingminds.org and noemi@pedalingminds.org. For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>.