



Job Title: Development Intern

Hours & Remuneration: 20-30 hours per week in exchange for college/university credit and supervision

Preferred Start Date: September 1, 2020; Flexible

Preferred End Date: Late December 2020; Late May 2021

PURPOSE AND GENERAL DESCRIPTION

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia leads the movement to make bicyclings a safe and fun way to get around for anyone in Greater Philadelphia. The Development Intern will aid in the various aspects of donor relations, including prospect research, conversion online and in-person, creating timely and appropriate communications, and maintaining accurate records.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

The Development Intern reports to the Deputy Director.

The Development Intern will:

- Work remotely
- Occasionally work outdoors and on evenings and weekends
- Practice safe bicycling

DUTIES AND RESPONSIBILITIES

- Write development-related blog posts
- Update donation and event pages
- Execute promotion plan for upcoming Bicycle Coalition events
- Research current best practices for conversion on social media, including Facebook/Instagram ads
- Design campaign to increase number of followers and engagement on Instagram
- Develop content to acknowledge sponsors on social media
- Organize and inventory Development supplies such as membership premiums
- Create promotional items such as tabling signs and flyers
- Assist with development mailings, such as annual report fulfillment
- Create bike safety presentation materials to be used in cultivating sponsors
- Assist with building relationships with area bike shops through phone call, email, and in-person outreach
- Assist with Salesforce data analysis and reporting



ESSENTIAL QUALIFICATIONS

- A strong commitment to the Bicycle Coalition's mission.
- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Familiarity with Greater Philadelphia's neighborhoods, bicycle infrastructure, and park systems.
- Comfortable presenting information to and engaging large groups virtually with humor and enthusiasm.
- Experience preparing detailed written memos and reports.
- Ability to communicate and write in a professional, friendly and accurate manner.
- Ability to complete work in an unstructured and informal environment with limited supervision.
- Problem solving skills, creativity, flexibility and self-motivation.
- Experience riding a bicycle for transportation or recreation.
- Willingness to adhere to all COVID-19 precautions.
- **Individuals who identify as Black, Indigenous, or Person of Color strongly encouraged to apply.**

HOW TO APPLY

All interested candidates should send the following to search@bicyclecoalition.org:

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the Development Intern role. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: "[last name] Development Intern Application".
- Applications will be accepted and reviewed on a first come first serve rolling basis.

Applications received by August 14, 2020 will be prioritized.

We thank all applicants; we will contact only those selected for an interview.

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.