

**Job Title: Administrative and Events Associate**

**Department:** Development

**Supervised by :** Development Director

**Status:** Non Exempt, Full Time

**Prepared Date:** September 28,2022

**Salary \$45,000- \$50,000**

### **Purpose and General Description**

The Development Events Associate is a key player in our fundraising team. The Administrative and Events Associate will report to the Development Director and serve as a member of the Development Team. This position will manage event communications, promote and support programming, and steward current BCYC sponsors. In addition this individual will be responsible to fulfill all event sponsor benefits and oversee solicitation of in-kind support when possible.

### **DUTIES AND RESPONSIBILITIES**

- Plan, promote and support all Bicycle Coalition of Greater Philadelphia events including creating registration pages through our soapbox platform, a website page with details of event, design program books, sponsorship decks and all day-of materials for 2 major events, our Gala and Vision Zero Conference.
- Provide logistical support at events, including vendor supervision and event set-up.
- Support sponsorship tracking in Salesforce; handle sponsorship fulfillment (logo placement, sponsor registration, table setup)
- Create event blogs
- Promote event sponsors in social media channels; build and communicate staff plan; support staffing and logistics for day-of event logistics
- Respond to or appropriately delegate responses to DMs / comments on IG, Facebook, LinkedIn and blog posts
- Employ the full range of communications tools including digital, social, visual, presentations, and written remarks.
- Proactively drive events from concept to completion.
- Adopt and enhance company's voice and messaging



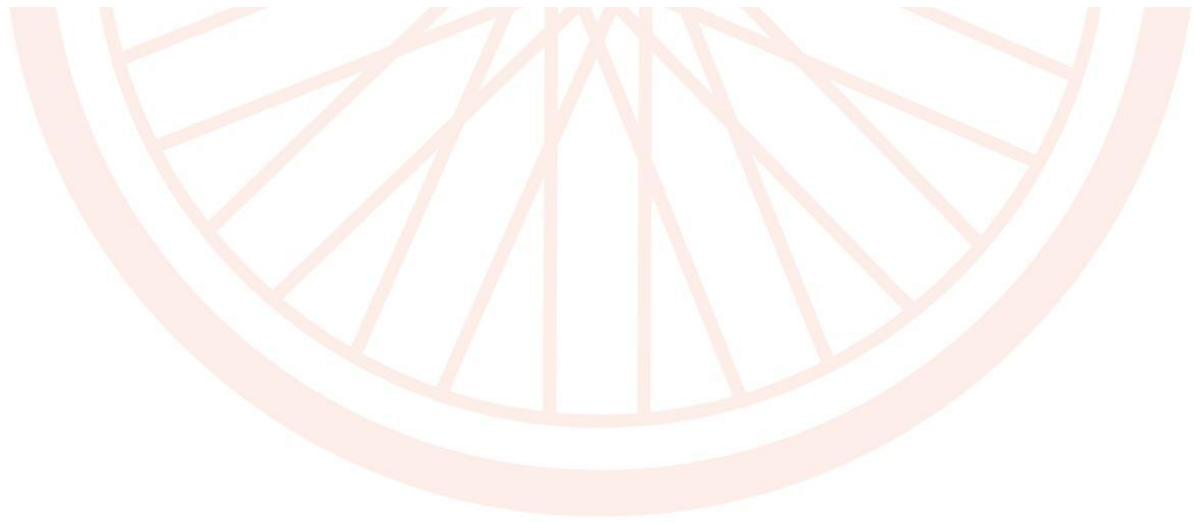
- Post event content and respond to inquiries on Facebook and Instagram
- Complete digital version of the Annual Report
- Assist with website management, page updates, job and calendar postings.

## **QUALIFICATIONS**

- At least 3-5 years of experience within non-profit industry
- Experience working with, CRM and Donor Management software is preferred (Salesforce, Raiser's Edge, Donor Perfect)
- Strong data entry, and office skills. Experience with Google Docs, email marketing software, and MS Office.
- Experience in event planning and coordination.
- High degree of personal initiative, with an approach of introducing new ideas and a fresh perspective.
- Ability to take direction and execute on plans.
- Ability to work independently, providing relevant updates to leaders, communicating about anticipated challenges and roadblocks, problem-solving.
- Ability to deliver work on multiple projects and competing deadlines
- Ability to foster creativity and turn insights and conversations into ideas
- Exceptional proofreading and editing skills
- Positive, proactive and can-do attitude
- Outstanding customer service and people skills. Web research, prospecting, and social media skills.
- Commitment to the mission, goals and programs of the Bicycle Coalition of Greater Philadelphia with the ability to present them effectively and encourage support.
- Ability to work some weekend and evening hours.
- Experience with Canva, Adobe illustrator or other graphic design software is a plus.

## **Company Benefits**

- Generous Vacation and PTO offered, 11 Holidays
- Medical (including Health Savings Account & Flexible Savings Account)
- Dental – Vision – Life, Disability Insurance – 401(k) Plan with company match! –



### **APPLICATION INSTRUCTIONS**

All interested candidates should send the following to [search@bicyclecoalition.org](mailto: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 for the communications role. Be sure to relay your story, and not just your professional attributes.
- References will be requested as the hiring process moves forward.
- Email subject should read: “[last name] Administrative and Events Associate application”

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

*The Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*