



## Community Relations Coordinator

### History:

The Community Relations Coordinator (CRC) is a key position at Bike Fort Collins (BFC), a small but growing active transportation 501(c)(3). Bike Fort Collins is comprised primarily of 4 programs as well as a number of smaller initiatives and events. These programs are the Bike Friendly Business Network, Safe Routes to School (a partnership with the City of Fort Collins to deliver bike safety education to Poudre School System students), Fort Collins Bike Share powered by Zagster, and our Bike Equity initiative, the centerpiece of which is our partnership with Kaiser Permanente and PeopleforBikes to promote inclusion and access to active transportation in marginalized and distressed communities in Northern Colorado.

We are seeking a proactive, creative go-getter with knowledge of the local business, philanthropic, and nonprofit communities. The CRC will focus on developing and maintaining strategic relationships between Bike Fort Collins and its community partners. This includes but is not limited to:

- Program sponsors
- Business partners
- Nonprofit partners
- Customers
- Volunteers
- Donors

This is a full time time, salaried role that will report primarily to the Executive Director, and will also coordinate closely with program leads.

The overall role objective is to develop and maintain BFC's strategic partnerships by

- Identifying and developing potential partnerships with businesses, funders and nonprofits whose goals and cultures align with BFC's work.
- Engaging current partners in our work and vision.
- Promoting integration and synergy among Bike Fort Collins programs, which include Bike Share, Safe Routes to School, Bike Friendly Business, frequent live events and community events, and our advocacy committee.

Duties include

- Manage Bike Fort Collins' CRM platform
- Develop and maintain a sponsorship inventory with in-kind and cash needs for various events and programs in BFC.
- With staff and board, identify and pursue grant opportunities that are aligned with our mission.
- Coordinate with Exec Dir. and program leads to assure that programs and event needs have appropriate sponsorship support.
- Collaborate on long term strategic development plan that integrates programs and brand.
- Help set fundraising strategies and goals
- Developing content for our communications platforms to inspire and and engage community partners.
- With event managers and coordinators, vision, plan and promote events to identify and retain and engage partners.
- Attend relevant planning & networking meetings and identify new opportunities to cultivate and foster strategic relationships.
- Seek out and represent BFC at local networking events like galas, business lunches, etc.

Desired skills/experience/competencies includes some combination of:

- CRM management
- Corporate or event sponsorship sales
- Grantwriting
- Familiarity with the philanthropic, service league, and nonprofit climate in Fort Collins
- Familiarity with the business climate in Fort Collins (chamber, DDA, area business associations, Climate Wise)
- Wordpress editing, Social media engagement
- Public speaking, networking
- Bilingual Spanish/English preferred

This is a primarily work-at-home position that includes regular night and some weekend event and meeting attendance. The right candidate will require minimal supervision, and be a strong, proactive collaborator and communicator.

This is a salaried position with a lot of flexibility of schedule and 1 week paid time off in the first year. Starting salary in \$32,000-\$35,000.

To apply, please send letter of interest, resume, and references to [jobs@bikefortcollins.org](mailto:jobs@bikefortcollins.org)