



Director of Membership & Development Job Description

The Bicycle Federation of Wisconsin (Bike Fed) seeks a highly motivated and organized Director of Membership & Development to recruit new members, retain the Bike Fed's existing 3,500 members, and engage members in the Bike Fed's work to make biking in Wisconsin safe, fun, and convenient. This exciting position plays a central role in building momentum to make Wisconsin one of the best places in the country to be on a bike.

The Director of Membership & Development responsibilities include:

- Recruit new members and achieve organization membership goals
- Improve and expand current membership program
- Develop a business/organization membership program
- Manage the membership database
- Develop an online membership survey
- Manage and coordinate membership administration
- Manage a Membership Assistant
- Manage a volunteer program

The position is 40 hours/week and can be based out of the Bike Fed's Madison or Milwaukee office. **Benefits include** health, dental, and vacation time plus an excellent work space in either downtown Madison or downtown Milwaukee.

The ideal candidate is a goal-oriented, team player who is passionate about improving Wisconsin bike opportunities. Candidates' should also have a 4-year degree, 5+ years experience in sales, membership, or marketing.

Submit a cover letter and resume by 5pm Monday, February 8 to:

Amanda White, Director of the Madison Office

Bicycle Federation of Wisconsin

amanda.white@bfw.org

PO Box 1224, Madison, WI 53701-1224

Please feel free to call Amanda White with questions at (608) 251-4456.

Interviews will begin Thursday, February 11. The ideal start date is Monday, March 1.

The Bicycle Federation of Wisconsin (Bike Fed) is a statewide bicycle advocacy organization representing over 3,500 members across Wisconsin. Members of the Bike Fed receive safety education, vibrant events to encourage biking, updates on opportunities to voice bike support, and helpful tools to make biking fun and convenient. For more information on the Bike Fed visit www.bfw.org.