



Bike & Build, Inc.

BIKE & BUILD SEEKS STRATEGIC AND EXPERIENCED EXECUTIVE DIRECTOR

INTRODUCTION AND JOB SUMMARY:

Bike & Build seeks an experienced nonprofit manager to lead the organization through a transitional period in its operations, programs, and long-term strategy. Bike & Build just completed the first year of its 2016-2018 Strategic Plan, in which the organization built on a period of record enrollment numbers and contributions to the affordable housing cause. However, the organization experienced two tragedies due to distracted motorists in 2015 and 2016 that require an examination of our mission, model, and future operations.

The Executive Director will lead the organization in a review of our model and policies to ensure (1) the safety of our participants as they pedal to fulfill our mission, and (2) the effectiveness of our operational capacity. The Executive Director will oversee the operations, development initiatives, and management of Bike & Build, while helping to shape the vision of the organization through the design and implementation of a revised strategic plan.

The ideal candidate for this position will be a leader experienced in guiding nonprofit organizations through transitional periods and have a strong grasp of nonprofit management and operations. We aim to fill this position as soon as possible.

Please note that candidates are not required to have completed a summer on a Bike & Build trip.

HOW TO APPLY:

Applicants should email a resume and cover letter (together in one PDF document) to applications@bikeandbuild.org by Friday, October 14, 2016. Applications received after this date will not be considered.

JOB DESCRIPTION:

- *Strategic visioning and planning* – Lead the development and implementation of an updated organizational strategic plan, including objectives with measurable benchmarks for success
- *Maximizing safety of riders* – Broadly oversee further improvements to Bike & Build's safety procedures to address realities created by distracted driving; Coordinate the organization's advocacy efforts to bring awareness to the dangers faced by cyclists on the road
- *Board governance* – Manage the board of directors' oversight of the organization; Work with the board's executive committee to execute monthly meetings; Recruit new board members as needed; Facilitate on-boarding and mid-term training for new and current members
- *Staff management* – Supervise Bike & Build's Senior Program Director, Director of Outreach and Alumni Relations, and Office Coordinator; Create and institute an organizational succession plan
- *Fiscal management* – Review monthly closeouts; Manage organizational budget; Manage annual external audit; Produce annual report, to include financial snapshot and qualitative content
- *Resource development* – Expand Bike & Build's corporate partnership program; Diversify B&B's fundraising methods

- *Operations and programming oversight* – Monitor legal/risk management procedures and insurance policies; Engage contractor to meet organizational technology needs (network security, server maintenance, hardware and software needs); Complete *bikeandbuild.org* backend development

REQUIRED QUALIFICATIONS:

- At least 5 years of senior management experience; Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to producing safe and quality programs
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performing teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong written and verbal communication skills; Persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Experience in and deep knowledge of the cycling events industry or outdoor leadership industry is preferred. Experience with engaging young adults in service and/or in the affordable housing cause is a plus.

SALARY AND BENEFITS:

Salary is commensurate with experience and will be competitive. Bike & Build offers high quality medical and dental benefits for full-time employees, plus standard paid vacation and sick time.