

BIKE WALK CONNECTICUT

Executive Director Job Description

Bike Walk Connecticut Looking for Full-time Executive Director

Bike Walk Connecticut, a 501(c) (3) organization working toward a bicycle and pedestrian friendly Connecticut, is looking for its first full-time Executive Director to work out of its new office in Hartford, CT. Become part of this growing organization and help it achieve its potential as a strong statewide bike/walk advocacy and education organization. The Executive Director is responsible for managing the overall affairs of Bike Walk Connecticut including the implementation of board-approved projects, programs, policies and procedures in fulfillment of its mission.

Bike Walk Connecticut's Mission

Bike Walk Connecticut is changing the culture of transportation through advocacy and education to make bicycling and walking safe, feasible and attractive for a healthier, cleaner Connecticut.

Principal Focus and Responsibilities – The First Year

The Executive Director of Bike Walk Connecticut will provide leadership and be initially focused primarily on fundraising, building membership, and implementing programs that further the strategic direction of the organization. The Executive Director, with Board assistance, will raise funds through grants, increased membership and sponsorships to sustain and build the organization, increase staff and expand programs.

- Position the organization to maximize fund development and business activity opportunities; solicit donors; develop diverse community and corporate support where feasible; engage board members in fund development activity.
- Recruit individual members using membership drives and other strategies to grow the organization statewide, develop and maintain effective membership retention and communication strategies: Coordinate the production of periodic newsletters, email bulletins, and other communication.
- Develop and implement strategy for identifying and integrating organizations in Connecticut with similar or complementary missions into effective statewide voice on bike/walk issues.
- Develop appropriate procedures and policies for non-profit; hire, develop and manage administrative and bicycle education and program staff.

- Assist the Board of Directors in developing a strategic plan for the organization, and manage its implementation.

Principal Responsibilities – Ongoing

Advocacy

- Assist and lead members, committees, and diverse communities in advocating at the local, regional, state and national level for safe and improved bicycling and walking facilities.
- Develop and coordinate advocacy campaigns at state and local levels.
- Coordinate with a diversity of organizations and local officials involved in bicycling, walking, health and sustainable transportation, including developing and leading strategic coalitions and campaigns to improve cycling and walking to create more livable communities.
- Organize, with the support of the Board and volunteers, events such as a bike/walk summit and the Discover Hartford Bicycling & Walking Tour.

Education

- Oversee the continued development and statewide expansion of a comprehensive bicycle education program, to include both adult and child-appropriate curriculum.
- Work with Bicycle Education program director to expand a qualified pool of certified bicycling instructors.
- Ensure effectiveness of support for local League Certified Instructors (LCIs) participating in the program by providing coordination and advertising of classes, as well as making equipment and teaching materials available.
- Develop and promote education program for safe walking, especially for children, to establish Bike Walk Connecticut as a leader in pedestrian advocacy.

Public and Governmental Relations

- Serve as primary contact for information and communication on advocacy issues.
- Work closely with Advocacy Committee in support of its legislative priorities.
- Act as Bike Walk Connecticut's spokesperson on local, state, regional and national bike and walk issues.
- Develop appropriate partnerships with similar organizations to achieve objectives.
- Cultivate and maintain appropriate and productive relationships with policy makers.
- Promote public's and policy makers' understanding of Bike Walk Connecticut's objectives and programs.
- Increase the visibility of Bike Walk Connecticut and bicycling and walking issues through media outreach.

Organizational and Membership Development

- Create an organizational culture that values fun and gives people the opportunity to connect around biking and walking events.
- Coordinate events such as Bike to Work Day, parties, rides, member meetings, and volunteer nights.
- Expand and promote Bike Everywhere events and programs that can be replicated around the state in encouragement events, including Bike to Work days.
- Recruit individual members using membership drives and other strategies to grow the organization.
- Develop and maintain systems for organization of membership data.
- Manage the design and content of the Bike Walk Connecticut website and all promotional materials.

Financial Management

- Ensure sufficient financial resources through a variety of funding sources linked to Bike Walk Connecticut programs, projects, and mission.
- Participate, with the Board of Directors, in the identification, cultivation, and solicitation and stewardship of donors.
- Pursue corporate sponsorships for operations and/or projects, as appropriate.
- Pursue grant and government contract opportunities, and then negotiate and manage those grants and contracts.
- Work with the Treasurer to forecast financial needs of Bike Walk Connecticut using cash flow, project and program budgets, annual budgets, and long-term strategic planning.
- Work with the Treasurer to monitor Bike Walk Connecticut's financial status with monthly reports and budget analysis.

Administration

- Recruit, direct, and supervise all staff, contractors, and volunteers.
- Promote broad participation by volunteers in all areas of Bike Walk Connecticut's work.
- Manage office.

Professional Skill Development

- Stay informed of current issues relevant to a bike/walk advocacy and education organization by participating in professional conferences, workshops and independent study.

Board Relations

- Carry out the organization's strategic plan through the implementation of all programs within the parameters of the annual budget.
- Serve as primary staff to the Board of Directors.

- Coordinate Board meeting agendas with the President.
- Keep Board of Directors informed of significant issues or events affecting the organization.

Qualifications for the Job

Qualifications

- Bachelors degree or equivalent work experience.
- Five years of demonstrated management experience in nonprofit or business management positions.
- Demonstrated success in nonprofit management including program development, fund development, strategic planning, fiscal management and public relations.
- Experience supervising staff.
- Experience in successfully working with board of directors or management.
- Knowledge of laws and regulations applicable to non-profits.
- Proficiency in use of computer and software applications.
- High level of integrity, diplomacy and initiative.
- Professional experience managing bicycle and related transportation advocacy and planning projects as well as knowledge of regional, national and global trends in bicycle policy, advocacy and community planning desirable.

Required knowledge, skills and abilities

- Ability to work effectively with staff, volunteers and external contacts.
- Ability to work independently.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information and to make appropriate and timely decisions.

- Ability to anticipate, identify and organize growth opportunities.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- Ability to work effectively with diverse groups.
- Flexible schedule with some work assignments in evenings and weekends; and travel as required.

Working conditions

- Work at office in Hartford, Connecticut.
- Possession of valid Connecticut Drivers License and use of personal insured vehicle required.
- High volume of public contact.
- Work may include high volume or tight schedules.

Other

This position is full-time with a salary range of \$40,000-\$50,000 commensurate with experience. Resumes will be accepted until August 13, 2010 at EDsearch@bikewalkct.org.

This job profile in no way states or implies that these are the only duties to be performed by individual holding the position. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor. This is not meant to be an exhaustive list of all of the job duties. Elements may change when necessary.