

Job Description Executive Director

The Executive Director is responsible for managing the overall affairs of the Bicycle Coalition including the inspiration of and implementation of board approved projects, programs, policies and procedures to meet the objectives of the Bicycle Coalition mission of (add mission here).

Principal Responsibilities

Visioning and Inspiration

As the leader most engaged in Bicycle Coalition affairs, the Executive Director offers visioning and inspiration to current and future programs in partnership with the board of directors.

Financial Management and Administration

The Executive Director works with the board to oversee the financial sustainability of the Bicycle Coalition, including these duties:

- Ensure sufficient financial resources through a variety of funding sources linked to Bicycle Coalition programs, projects and mission.
- Forecast financial needs of Bicycle Coalition using cash flow, project and program budgets, annual budgets, and long term strategic planning.
- Monitor financial status of Bicycle Coalition through monthly reports to the Treasurer and budget analysis.
- Maintain financial records.
- Maintain legal records of organization and ensure compliance with non-profit laws.
- Negotiate contracts.
- Manage office.

Staff Management

The Executive Director manages all staff and must be recognized as their trusted and respected leader. In order to gain this trust and respect, the Executive Director must adhere to the Bicycle Coalition's culture of ethics, kindness and respect towards all of their staff. Duties include:

- Supervise, guide and evaluate staff.
- Make hiring and termination decisions in collaboration with the board of directors.
- Work with staff members to improve their effectiveness.
- Clearly communicate expectations.
- Ensure a respectful, comfortable and safe working environment.
- Assign a reasonable workload.
- Maintain and communicate staff policies.

Volunteer, Member and Partner Management

Just as with staff management, the Executive Director must adhere to the Bicycle Coalition's culture of ethics, kindness and respect towards all volunteers, members and partners. Duties include:

- Nurture and grow membership.
- Encourage members to volunteer.
- Develop appropriate partnerships with similar organizations to achieve objectives.
- Find ways for others to partner with the Bicycle Coalition.
- Create volunteer opportunities to help achieve the Bicycle Coalition's objectives.
- Use volunteers' time and energy wisely.
- Develop volunteers' skills.
- Communicate regularly with volunteers, members and partners so they understand how important they are to the Bicycle Coalition.

Public and Governmental Relations

As the main face of the Bicycle Coalition, the Executive Director is responsible for ensuring the public and government partners understand the benefits the Bicycle Coalition brings to our community. Duties include:

- Serve as primary contact for information and communication.
- Act as Bicycle Coalition's spokesperson on local, state and national bike/ped issues.
- Cultivate and maintain productive relationships with policy makers.
- Edit and publish monthly e-news and quarterly newsletter.
- Promote public and policy makers' understanding of Bicycle Coalition's objectives and programs.
- Ensure at least six prominent media hits for the Bicycle Coalition each year.

Board and Committee Relations

The Executive Director and the Board of Directors make up the leadership team of the Bicycle Coalition and, as such, are expected to work as a team, adhering at all times to the Bicycle Coalition's culture of ethics, kindness and respect towards each other. Duties include:

- Serve as primary staff to the Board of Directors.
- Work more closely with the President of the Board to inspire each other for the most effective recommendations to the rest of the board.
- Coordinate Board meeting agendas with the President.
- Keep Board of Directors informed of current issues.
- Serve on all committees, ensure that committee chairs send agendas out one week prior to each meeting and that notes are sent to committee members within one week of each meeting.

Professional Skill Development

- Stay informed of current bicycle and pedestrian issues.
- Participate in professional conferences, workshops and independent study pertaining to current bicycle and pedestrian issues.