

Bicycle Colorado



POSITION DESCRIPTION EXECUTIVE DIRECTOR

The Organization

Bicycle Colorado is a nonprofit 501(c)3 membership organization dedicated to making Colorado the most bicycle-friendly state in the nation. We serve the needs of bicyclists across the state by advocating for better bicycling infrastructure and lobbying for legislation that enhances bicycling safety and enjoyment. Working cooperatively with governmental agencies, and having the support of many Colorado businesses and major health care organizations, Bicycle Colorado is recognized as one of the nation's most prominent organizations of its kind.

Bicycle Colorado employs advocacy, education and passion to make Colorado the #1 bike state. Key focus areas include encouraging and promoting bicycling, increasing safety, improving conditions and providing a voice for people who ride bicycles in Colorado. Current programs include policy development, trail network support and bicycle education. Improving safe and healthy access for people biking and walking is central to every program.

Bicycle Colorado is celebrating its 25th anniversary in 2017. We currently have 9,000 individual members, a permanent and seasonal staff of 14 and a budget of \$1.2 million.

Our offices are located in vibrant downtown Denver near bike paths and the Union Station multi-modal transportation hub.

The Position: Executive Director

The Executive Director will lead efforts to achieve Bicycle Colorado's mission with long-term strategic planning, staff leadership and implementation of initiatives and policies.

We seek a dynamic, visionary leader to work collaboratively with a committed Board of Directors, dedicated staff and key stakeholders to advance the organization's mission. Reporting to the Board of Directors, the Executive Director will provide both strategic and operational leadership to advance active transportation issues across the state, ensure the development and delivery of programs and initiatives and guide and oversee the advocacy efforts of Bicycle Colorado. He or she will serve as the public face of the organization, working with partners at the local, regional and statewide levels to lead this financially stable, respected organization through its next chapter of growth and success.

The selected candidate will have ultimate responsibility for day-to-day operations, financial health of the organization, staff recruitment and management, advocacy and education programs and maintaining and enhancing the organization's public image.

Key Responsibilities

- Supervise and develop staff (currently 14 with 3 senior managers); maintain positive work environment.
- Assist the Board of Directors with governance issues and decisions.
- Lead development activities working closely with Development Director.
- Drive membership growth and financial growth.
- Develop and maintain relationships with elected officials and government entities at all levels in Colorado.
- Establish, manage and assist in efforts to augment advocacy, including public policy.
- Develop and maintain collaborative relationships with local bicycling advocacy organizations, alternative/mass transit entities and other organizations whose missions interrelate with Bicycle Colorado in order to maximize program delivery opportunities and financial support.
- Seek new partners for successful collaborations and sustainable efforts to raise awareness and leverage media potential.
- Create and manage an annual budget in accordance with strategic and operational plans.
- Serve as the key spokesperson for the organization, representing Bicycle Colorado at public events, media events, conferences and workshops.
- Ensure that written and verbal communication about the organization reflects its mission and goals.

Background Required

- Bachelor's degree in business or public administration or related field; Master's degree preferred. Related equivalent experience will be taken into consideration.
- Track record of leadership excellence.
- Solid general management background. Non-profit advocacy experience is highly desired.
- Demonstrated successful experience developing and implementing broad organizational strategy.
- Organizational/operational expertise, with the know-how to strengthen business infrastructure and functions as needed.
- Substantial experience successfully managing professional staff, including the ability to track performance metrics of direct reports to ensure their success.
- Familiarity with state governance. Having current, established political relationships in Colorado is a plus.
- Ability to identify and close worthwhile business and revenue opportunities.
- Proven history of success turning perceived opportunities into strategic partnerships or revenue.
- Ability to work with diverse constituents and communities--from the Governor to bike shops to community members; large cities to small towns.

- Knowledge of nonprofit finance, including experience with budget preparation and oversight that assures the financial integrity of the organization.
- Experience leading and collaborating with a dedicated Board of Directors.
- Expertise in public speaking, community and government relations, as well as working with the press.

Personal Attributes

- A love of bicycling and a passion for creating bicycle-friendly communities.
- Smart, personally persuasive and inspirational.
- Relates well to all kinds of people inside and outside the organization.
- Uses diplomacy and tact.
- Politically savvy: Can maneuver through complex political situations effectively and quietly.
- Highly organized, with ability to prioritize and manage multiple projects.
- Personal style that enhances strong morale and spirit.
- High level of integrity and initiative.
- Ability to fulfill work assignments in evenings and weekends; travel as required (approximately 20%, including occasional overnight trips).

Compensation

A base salary commensurate with experience will be awarded the successful candidate. Health insurance, vision, dental, major holidays, vacation, transit benefit and retirement plan match are included in the compensation package.

Relocation

This is a national search with the position is located in Denver, Colorado. Relocation assistance is available.

How to Apply: Qualified candidates please email resume and cover letter to our search firm partner at: info@tmalouf.com. Please use this opportunity to display your written communication skills.

Bicycle Colorado's policy is to offer equal employment opportunity to all its applicants and employees.

T. Malouf & Company is a retained executive search firm that specializes in the areas of bicycling, outdoor recreation, and active transportation.