**Executive Director**

**Company:** Bike San Diego   
**Date Posted:** February 16, 2018

The Executive Director is responsible for managing the overall affairs of Bike San Diego including the inspiration of and implementation the strategic plan of the organization and reporting progress to the Board of Directors at its monthly meetings. The ED will work with board members, community partners, government agencies, media, and an active membership and donor base. The ED manages, develops, and empowers the organization’s supporters to conduct effective bicycle advocacy. The ED is responsible for managing the organizational budget and fundraising through cultivating individual donors and business partner relationships. The ED must connect and engage with our diverse members, and work to expand our member and donor base to better reflect all of San Diego. Weekend and evening work will be required to attend board meetings, fundraising events, member programs, etc.

**TO APPLY: Email resume to**[**director@bikesd.org**](mailto:director@bikesd.org)

**Principal Responsibilities**

**Leadership**

●      Working with the Board of directors and volunteer leaders to refine Bike San Diego’s strategic plan going forward, to create new organizational policies and processes, and to identify and analyze internal and external developments affecting Bike San Diego’s work.

●      Engaging and empowering Bike San Diego’s volunteers to develop and carry out a wide range of campaigns and activities

●      Offering guidance on concrete advocacy, policy and media tactics.

●      Acting as an effective spokesperson and inspiring public representative for Bike San Diego.

**Operational & Program Planning and Management**

The Executive Director works with the board to oversee the financial sustainability of Bike San Diego, including these duties:

●      Ensure sufficient financial resources through a variety of funding sources (grants, donors, members, events etc.) linked to Bike San Diego programs, projects and mission.

●      Manage financial needs of Bike San Diego using cash flow, project, and program budgets, annual budgets, and long term strategic planning.

●      Monitor financial status of Bike San Diego through monthly reports to the Treasurer and budget analysis.

●      Maintain legal records of organization and ensure compliance with non-profit laws including tax and regulatory filings.

●      Negotiate contracts.

●      Manage fundraising and membership events.

**Volunteer, Member, and Partner Management**

The Executive Director must adhere to Bike San Diego’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 Bike San Diego.

●      Develop volunteers’ skills.

●      Communicate regularly with volunteers, members, and partners so they understand how important they are to Bike San Diego.

**Public and Governmental Relations**

As the primary contact for Bike San Diego, the Executive Director is responsible for ensuring the public and government partners understand the benefits Bike San Diego brings to our community. Duties include:

●      Serve as primary contact for information and communication.

●      Act as Bike San Diego’s spokesperson on local, state, and national bike/ped issues.

●      Cultivate and maintain productive relationships with policy makers.

●      Edit and publish monthly e-news.

●      Maintain all Bike San Diego social accounts.

●      Work with volunteers and board members to post weekly blog posts.

●      Promote public and policy makers’ understanding of Bike San Diego’s objectives and programs.

●      Engage and develop relationships with local media in San Diego to broaden organization’s message.

**Board and Staff Relations**

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

●      Serve as primary staff to the Board of Directors.

●      Work 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.

●      Manage Bike San Diego staff and outside vendors and contractors.

**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 and related policy issues.

**Appenidix I**

**Sample Distribution of ED Efforts**

1) Advocacy: 40% of ED effort

* Communication
  + Blog posts, newsletters, social media etc..
* Meetings/interviews/policy

2) Fundraising 40% of ED effort

* Events
* Membership and donor relationship management

3) Administration 20% of ED effort

* Up to date financials delivered to board monthly
* Required tax & regulatory filings
* Website administration

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