

Executive Director Job Opening



Introduction

Bike Utah is a 501(c)(3) nonprofit organization with the mission of making Utah a better place to ride. We envision a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, ability, race, or income. www.BikeUtah.org

We are seeking a motivated individual for the Executive Director role who has the commitment and passion to achieve the mission of Bike Utah and continue to grow the positive impact the organization is making. The individual will report to the Board of Directors. The Executive Director has overall strategic and operational responsibility for Bike Utah's staff, programs, and execution of the organizational mission to support bicycling transportation within Utah. Other key duties include legislative advocacy, fundraising, marketing and community outreach, including to active transportation, planning and government organizations.

Bike Utah was founded in 2005 as a volunteer organization with an advocacy mission to improve the safety in the Salt Lake City metro area. Today, Bike Utah manages bicycle education programs and bicycle infrastructure development programs throughout the State of Utah with an annual budget of \$700,000 and a staff of 10.

Roles and Responsibilities

1) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach. (30% of your time)

- Lead Bike Utah's team in strategic planning to ensure Bike Utah can successfully fulfill its mission into the future.
- Ensure Bike Utah's programs, campaigns, and initiatives align with and advance the organization's mission.
- Support Bike Utah's effort to make cycling more diverse, equitable and inclusive throughout Utah.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization. (25% of your time)

- Responsible for fiscal management: developing budget and operating within the approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.

- Ensure the organization's Financial Controls Policy is followed. Maintain a timely record of monthly revenues and expenses so the month-end financials can be reviewed by the Finance Committee by the second Wednesday of the following month. Primary point of contact with the accounting firm that will perform BU's annual audits. This includes submitting all the financial and other data needed by the firm.
- Work with 1,000 Miles Campaign Director and Youth BEST staff to identify, research, apply, and report program grant funding opportunities.
- Support the Development Director to expand organizational individual gifts and fundraising to support and expand existing programs, campaigns, and initiatives, while looking toward future strategic opportunities including event sponsorship, corporate and individual donors.
- Grow Bike Utah's organizational revenue to expand Bike Utah's capacity.

3) Staff & Operations Management: Oversees and supports Bike Utah staff in the implementation of their programs. (20% of you time)

- Identify, recruit, train, support, lead, develop, and retain a high-performing staff and leadership team.
- Ensure day-to-day staff operations and organizational compliance.
- Establish ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, grant funding, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Continue developing a staff and board culture of diversity, equity and inclusion.
- Work with the Development Director to deepen and refine all aspects of communications—web presence, social media, and external relations with the goal of building organizational awareness and creating a stronger brand.
- Manage all human resources needs for the staff and programs including collecting all required paperwork for hiring via the software Employee Navigator and Quickbooks online.

4) Community Relationships: Can comfortably navigate Utah's legislative and philanthropic circles and network with key influencers in the active transportation and planning arenas as well as with businesses with vested interests in Bike Utah's mission. (10% of your time)

- Enhance Bike Utah's image by being active and visible in the community.
- Establish, foster, and maintain relationships with various organizations throughout the state including, but not limited to, The Utah Department of Transportation (UDOT), Utah Transit Authority (UTA), Wasatch Front Regional Council (WFRC), Mountainland Association of Governments (MAG), Cache Metropolitan Planning Organization (CMPO), Dixie Metropolitan Planning Organization, etc. It is important to have good relations with these organizations to synergistically and strategically enhance Bike Utah's mission.
- Attend community and partnership meetings including some nights and weekends.

5) Board Governance: Works with board in order to fulfill the organization mission. (10% of your time)

- Responsible for leading Bike Utah in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio on selected committees; seek and build board involvement with strategic direction.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Partners with the Board and Development Director to grow and engage the Bike Utah Advisory Council as resources in the community and as advocates for Bike Utah.
- Attend Board meetings and Board Committee meetings 3-5 evenings each month.

6) Other duties as needed: (5% of your time)

Position Qualifications

- Personal qualities of integrity, credibility, and a commitment to and passion for Bike Utah's mission.
- Demonstrated excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, develop and manage a budget.
- Experience in active transportation, or transportation planning. Experience in these fields in Utah is a plus.
- Track record of effectively leading an 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.
- Working knowledge of QuickBooks or similar financial software. Familiarity with project-based accounting is a plus.

- Experience writing and acquiring grant funding. Portfolio of successes is a plus.
- Ability to convey a vision of Bike Utah's strategic future to staff, board, donors, organizations and volunteers.
- Strong public relations, and fundraising experience with the ability to engage a wide range of stakeholders. Marketing experience is a plus.
- Past success working with a multigenerational Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills with exceptional attention to details; a persuasive and passionate communicator with excellent interpersonal skills.
- Willingness to work some nights and weekends as needed.
- Minimum of a Bachelor's Degree, Master's Degree preferred.
- 5 years minimum experience in nonprofit management and leadership.

Employment Location and Compensation

Bike Utah is a statewide organization with its main office and most of its strategic partners in Salt Lake City, Utah.

Salary Range: \$80,000+ (Commensurate with the applicant's background and experience)

Benefits: Individual Health Insurance, Results Oriented Work Environment with highly flexible schedule

How to Apply

Please send a cover letter and resume in one pdf named "lastname_firstname_executivedirector" to Vince Lok at search@bikeutah.org. The cover letter should include a brief paragraph with your salary expectations and a statement supporting the expected salary.

Application Deadline: Applications will be considered on a rolling basis until the position is filled.

Bike Utah is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability.