



**WISCONSIN
BIKE FED**

Deputy Director Job Posting

The Wisconsin Bike Fed seeks a Deputy Director with a love of cycling and strong operations and management background. The ideal candidate will have experience in non-profit management, fundraising/development, office operations, and staff management. The Deputy Director will lead the organization's daily operations and work closely with the Executive Director on state and local advocacy issues to help move cycling forward in Wisconsin.

Duties

- Oversee daily operations, review project budgets, and work with staff to ensure project goals are met.
- Work with the Bike Fed's office manager and accounting firm to oversee accounts payable/receivable, and payroll.
- Develop strategic partnerships and new funding streams
- Support events and other programs as needed
- Manage the offices, setting up all employees for success
- Work on state and local advocacy and legislative issues

Requirements

- A passion for bicycling and the desire to make Wisconsin an even better place to ride
- Experience Quickbooks, budgets and cash flow management
- Good written communication skills
- Self-directed and entrepreneurial
- Ability to focus on details of office management and keep them in alignment with the annual budget and the strategic vision for the organization.

Compensation

\$45,000-\$65,000 depending on experience

Benefits

Generous paid time off, flexible work schedules, low employee co-pays for health & dental insurance, up to 3% of annual wages matched in a SIMPLE IRA account, Bike commuting tax credit, and FSA and HSA tax free accounts. At the Wisconsin Bike Fed, we balance a non-profit pay scale with flexible schedules, the ability to work from home and excellent benefits.

To Apply

Email a cover letter and resume by 11pm on Sunday, January 27th to Dave.Schlabowske@wisconsinbikefed.org

The Bicycle Federation of Wisconsin (Wisconsin Bike Fed) is a statewide, nonprofit organization and equal opportunity employer that values diversity. We work with people from all around the state to make bicycling convenient, safe, accessible and fun. Our mission is to inspire, motivate and unite a strong community to move bicycling forward in Wisconsin. WisconsinBikeFed.org.