



Position Description

Position Title: Executive Director

Basic Function: Provide insight, direction, development and leadership for the Bike Fed mission of bike and pedestrian advocacy, safety education, youth programs and community events around the State of Wisconsin.

Position Responsibilities:

- Provide leadership in developing and carrying out the organization's strategic plan and policy decisions.
- Provide leadership of the management team, and in coordination with board leadership, develop annual budgets and operating plans.
- Provide recommendations to the Board of Directors, and any committees and staff to enable timely and responsive decision making.
- Provide leadership and assistance in board recruitment and board development.
- Develop and maintain positive collaborative relationships with other groups or organizations whose mission interrelates with and supports the organization in order to maximize program delivery opportunities and financial support.
- Position the organization and its programs to maximize fund development opportunities; solicit donors and develop community, corporate, government and other sectors in support of fund development goals. (i.e. fundraising)
- Establish and assist in the coordination of involvement in advocacy and public policy.
- Capable of drafting and lobbying legislative initiatives at the Federal, State and Local levels.
- Capable of formulating an effective strategy to work proactively with local bicycle clubs and organizations around the state. .
- Serve as a spokesperson for the organization to the public; ensure that written and verbal communication about the organization reflects its mission and goals; represent the organization at public events, media events, conferences and workshops.
- Maintain compliance with applicable regulations and laws.
- Manage and design methods with staff to evaluate programs regularly.
- Monitor and ensure a positive fiscal condition; report any problematic conditions to the board leadership with recommendations.
- Recruit, orient, supervise subordinate staff; maintain a positive work environment to attract and retain staff; evaluate, recommend and carryout human resource policies and practices.
- Demonstrated customer communication skills.

Minimum Requirements:

- Bachelor's degree in business or related field; or related equivalent experience.
- Five years of demonstrated senior management experience in non-profit or business management position.
- Demonstrated success in organizational planning, budgeting and financial management.
- Experience supervising professional staff and volunteers.
- Experience in working directly with boards in leadership and development preferred.

- Knowledge of applicable human resource laws and regulations.
- Working knowledge of Sales Force is a plus
- Proficiency in the use of computers in an office environment and associated software applications.
- High level of integrity, diplomacy and initiative.

Required knowledge, skills and abilities:

- A love of bicycling and a passion for creating more bicycle-friendly communities.
- Ability to work independently.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information, and to make appropriate and timely decision
- Ability to anticipate, identify, organize and analyze programs, funding support and other growth opportunities.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- Ability to fulfill work assignments in evenings and weekends; and to travel as required.

Position working conditions:

- Statewide and national travel required.
- Possession of valid Driver's license and use of personal insured vehicle required.
- High levels of public contact.
- High volume work and tight deadlines.

Internal Contacts: Staff, lobbyist, board members and volunteers.

External Contacts: People who bicycle, Wisconsin Bike Fed members, community residents, state legislature, community organizations, public service personnel, state departments, news media, national association and political representatives.

This position is budgeted on a full-time basis.

This position reports directly to the Chair of the Board of Directors.

Please submit your resume to: Traci Elliott, traci@wisconsinbikefed.org

This job profile in no way states or implies that these are the only duties to be performed by individuals holding this position. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor. This is not meant to be an exhaustive list of all of the job duties. Elements may change when necessary.