



Position: Bike Fort Collins Executive Director

Bike Fort Collins (BFC) is seeking candidates for a salaried, full time, position as BFC Executive Director. The Executive Director will help shape and execute the future direction of Bike Fort Collins. This position will focus initially on increasing BFC financial resources and cultivating volunteer leadership.

Overview: Bike Fort Collins is a local nonprofit bicycle advocacy group that encourages safe and enjoyable cycling. Our goal is to encourage an enthusiastic bicycling community through programs that educate, engage and enable cyclists of all ages and abilities. Current BFC projects include the Safe Routes to Schools program within Fort Collins, implementing active living life styles with the Poudre Valley Mobile Home Park and other North Fort Collins communities, promoting ridership and sponsorship for the Pace Bike Share system, and managing the local Bicycle Friendly Business Program.

General ED Responsibilities: The Executive Director is the chief executive officer of Bike Fort Collins responsible for the organization's consistent achievement of its mission, goals, and objectives. Responsibilities include leadership and management of advocacy, finances, fundraising, event participation, program planning, program implementation, and existing staff.

The initial focus of the Executive Director is to ensure delivery of existing programs and develop sufficient resources to ensure the financial health of BFC. Over time the Executive Director will also lead Bike Fort Collins from a primarily volunteer run organization to a paid staff run model.

Detailed ED Responsibilities:

- Act as the public face of Bike Fort Collins always presenting an appearance that supports and guides Bike Fort Collins' mission.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and carry out its governance and fiduciary responsibilities.
- Develop resources sufficient to ensure the financial health of Bike Fort Collins, including:
 - Fundraising
 - Obtaining grants
 - Securing donations
 - Leadership of the Resource Development Committee
 - Management and expansion of the membership program
 - Development of a sponsorship program
 - With Treasurer, strategic financial planning and decision making
 - Development of any other financial resources necessary to support Bike Fort Collins' mission.
- Ensure the fiscal integrity of Bike Fort Collins. This includes working with the Treasurer to deliver timely creation of an annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization. Make spending recommendations.
- Work directly with all the BFC Committees initially gaining detailed working knowledge of their objectives, functions, and needs. Provide the leadership necessary for each Committee to successfully achieve their objectives. Ensure communication and responsibility exists across Committee boundaries for successful execution of programs and events in support of BFC's mission and goal.
- Ensure that a world class, highly satisfied team is in place as needed.

Reports to: The Board of Directors of Bike Fort Collins

Key Relationships: Establish collaborative productive relationships with the bicycling community, local and state government, Bike Fort Collins partners, the



local business community, local nonprofits, the Bike Friendly Business program, and BFC Board Members.

Desired Qualifications:

1. A passion for bicycling and the BFC Mission and Goals.
2. College degree or equivalent relevant work experience. Professional experience in the non-profit sector preferred.
3. Strong understanding of bicycling, pedestrian, and equity related transportation issues. This includes the ability to manage advocacy campaigns, events, and plan projects.
4. Demonstrated transparent and high integrity leadership.
5. Strong interpersonal and communication skills, including demonstrated capacity to work collaboratively with a wide range of public and private interests.
6. Demonstrated ability to oversee and motivate a staff.
7. Demonstrated commitment to equity, diversity, and inclusion.
8. Independent self-starter who multi-tasks well under pressure.
9. Basic familiarity with building a strong financial platform in a non-profit. Understanding of sound financial practices, resource requirements, and funding strategies.
10. Established track record with non-profit fundraising including:
 - o Grant procurement
 - o Capital campaigns
 - o Securing corporate, large donor, and individual donations
 - o Corporate sponsorships
 - o Leading special fundraising events

Compensation: Commensurate with qualifications