



Executive Director

Organization Overview:

The City of Fort Collins in Northern Colorado is recognized as one of the most bicycle friendly cities in the country. Established in 2006, Bike Fort Collins (BFC) counts itself among the key contributors to the achievement of this accolade as the local 501(c)(3) nonprofit bicycle advocacy and youth bicycle education organization, dedicated to bicycling and other active modes of transportation. Ultimately, BFC envisions a day when Fort Collins is the Amsterdam of the U.S. as it relates to bicycling, with a mission to increase participation in active transportation and advance bicycle culture and policy changes, creating safer streets and communities, while also creating an inclusive and empowering culture for all bicyclists, regardless of ability or identity.

In addition to its advocacy initiatives and events, BFC delivers on this mission via three primary programs: *Safe Routes to School* youth bicycle education (a partnership with the City of Fort Collins to deliver bicycle safety education to Poudre School District (PSD) students), its Active Living initiative to promote bicycle access, equity, and inclusion in marginalized and/or distressed communities in Northern Colorado, and the development of the Bicycle Friendly Business Network.

Position Overview:

The Executive Director is the public face of BFC, responsible for leading the organization in the pursuit of its vision and mission. This includes the development and execution of an annual plan and objectives, which entails but is not limited to the leadership and management of its programs and advocacy efforts, including planning and implementation, strategically developing its resources, including fundraising campaigns, donor relations, and event execution and participation, the effective and efficient marketing and communication of all programs and events, and the overall financial and administrative oversight of the organization, including general operations, personnel, volunteers, and Board relations.

Key Responsibilities:

- In collaboration with the Board, develop and execute an annual strategic plan including annual budget, program goals, resource development goals, management of the BFC team, and any other goals and objectives as identified by the Executive Director and/or the Board
- Serve as the public face of BFC representing the organization with integrity and always presenting an appearance that supports and guides its vision and mission
- Seek opportunities to represent BFC, its members, and the bicycling community on advisory committees and stakeholder groups with area developers and government entities such as, but not limited to the City of Fort Collins, Larimer County, CDOT, Colorado State University, and the North Front Range Metropolitan Planning Organization
- Maintain a continuous radar for new strategic program, partner, and/or event opportunities in alignment with BFC's vision and mission, and pursue and capitalize on them accordingly

- Provide fiscal and managerial oversight, and in many instances, play a significant role in the delivery of all BFC programs, including Safe Routes to School, Active Living, Bicycle Friendly Business Network, and its Advocacy initiatives
- Develop and execute diversified resource development initiatives sufficient to ensure the financial health of the organization, including but not limited to programmatic revenue, grants, corporate and individual donors, membership, and event income
- Develop and execute an effective promotional plan for the organization to communicate with all BFC constituents (staff, members, volunteers, partners, and sponsors) regarding BFC programs, events, mission, and advocacy efforts via appropriate mediums such as website, blog, email, and social media
- Continuously seek PR opportunities to promote and drive awareness for BFC, its mission, programs, and/or events
- Ensure the fiscal integrity of the organization with the timely creation of an annual budget and monthly/quarterly financial statement(s) monitoring, which accurately reflect the financial condition of the organization
- Ensure that a competent, professional, safe, and highly satisfied team (including staff members and volunteers) is in place to deliver BFC programs and meet the needs and growth of the organization
- Create and foster a team culture where staff members are motivated and understand the importance to represent BFC and its mission with the utmost integrity
- Continuously develop and cultivate a strong base of enthusiastic volunteers to support in delivering BFC programs and events, and other initiatives
- Enforce all internal policies and procedures and update as necessary, ensuring appropriate background checks and trainings are being conducted and maintained
- Ensure the safety and protection of the staff and the organization by ensuring all appropriate insurance policies, and compliance requirements are in force
- Communicate effectively with the Board and provide all necessary information for the Board to function effectively and carry out its governance and fiduciary responsibilities
- Work with the Board to identify, recruit and onboard new Board members in accordance with meeting the needs and goals of the organization
- Oversee and serve on BFC committees monitoring their objectives, functions, and needs. Provide the leadership necessary for each committee to successfully achieve their objectives. Ensure that communication and responsibility exists across committee boundaries for successful execution of programs and events in support of BFC's mission and goals

Required skills/experience/competencies include:

- A passion for bicycling and the BFC vision and mission
- College degree or equivalent relevant work experience. Professional experience in the non-profit sector preferred
- Strong understanding of bicycling, pedestrian, and transportation issues. This includes the ability to manage and execute advocacy initiatives, events, and project plans
- Demonstrated ability to be transparent and authentic and lead with high integrity
- Strong interpersonal and communication skills, including demonstrated capacity to work collaboratively with a wide range of public and private interests
- Demonstrated ability to oversee and motivate a staff

- Demonstrated commitment to equity, diversity, and inclusion
- Independent self-starter who multi-tasks well under pressure
- Basic familiarity with building a strong financial nonprofit platform. Understanding of sound financial practices, resource requirements, and funding strategies
- Established track record with non-profit fundraising including:
 - Grant procurement
 - Capital campaigns
 - Securing corporate, large donor, and individual donations
 - Corporate sponsorships
 - Leading special fundraising events

This is a full-time, salaried position located in Fort Collins, Colorado, reporting to the Board of Directors. The salary range for this position is \$60,000-70,000, commensurate with experience.

If this sounds right for you, please send a letter of interest and/or resume to jobs@bikefortcollins.org