



Executive Director Job Description

Sharing Wheels Community Bike Shop

Keeping People & Bikes Rolling

The Executive Director is the hub of Sharing Wheels Community Bike Shop. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

The Executive Director is responsible for overseeing our programs, staff and volunteers, fundraising and development. The executive director supervises staff (currently two people working 1.5 FTE) and volunteers.

Program Development and Administration:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

Communications:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Staff & Volunteers:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Promote active and broad participation by volunteers in all areas of the organization's work.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
4. See that an effective Board, with appropriate provision for succession, is in place.
5. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
6. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Budget & Finance:

1. Be responsible for developing and maintaining sound financial practices.
2. Create and implement a development plan that diversifies the organization's revenue and expands the donor base
3. Work with the staff, Board Treasurer, and the board in preparing a budget; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Jointly, with the president or secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Required Qualifications:

- A bachelor's degree or equivalent work experience
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff and/or volunteers

Preferred Qualifications

- Five or more years nonprofit or business management experience
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Experience with technology tools for Point of Sale (Square), email (MailChimp), donor tracking and volunteer scheduling
- Enjoy bicycles and the people who ride them

Actual Job Responsibilities:

- Oversee programs and operations of community bike shop
- Establishing policies and procedures for administrative functions and for the day-to-day operation of the nonprofit.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and program development.
- Supervise, collaborate with organization staff and volunteers
- Strategic planning and implementation.
- Other duties as assigned by the Board of Directors.

Compensation: Starting at \$26,000 for half-time work. Commensurate with experience and other qualifications. Benefits including health insurance and vacation/comp time; as described in the Employee Handbook and/or a supplemental Executive Director contract.

Work Schedule: 20 hours per week, some evening and weekend work required