

Trips for Kids Marin Job Description

EXECUTIVE DIRECTOR

ABOUT TRIPS FOR KIDS MARIN

Trips for Kids Marin's mission is to provide transformative cycling experiences for underserved youth. Our programs aim to build self-esteem, inspire healthy lifestyles and instill environmental values through mountain bike rides, mechanical skills training and environmental education.

Our San Rafael, CA, organization was founded in 1988 and serves underserved youth throughout the San Francisco Bay Area, working with 60-70 local agencies and organizations annually. Our most popular offering are our Trail Rides, which are supplemented by our Earn-a-Bike and Mobile Bike workshops, and the Re-Cyclery Bike Shop.

To date, we have served over 38,000 youth. Our programs provide lessons in self-confidence, environmental awareness and healthy habits to approximately 2,000 youth annually through the simple act of having fun on bicycles.

THE POSITION

Working in collaboration with the Board of Directors the **Executive Director** (ED) of Trips for Kids Marin will provide strategic and operational leadership to advance TFKM's mission to provide transformative cycling experiences for underserved youth. As the executive leader of Trips for Kids Marin, the ED will manage a staff of dedicated professionals and volunteers to ensure quality programming and effective business practices that result in stability and growth. The key priorities for the ED are expanding TFKM's fundraising success, community awareness, and staff development.

Building on TFKM's previous success, the ED will pursue opportunities to enhance TFKM programming through innovation and expansion. The ED will actively cultivate and maximize opportunities for new and diverse revenue streams as well as strategic partnerships that advance the organization's mission.

PRIMARY RESPONSIBILITIES

- Organizational Leadership
 - Collaborate with the Board to define the vision, strategies, and program tactics to advance TFKM's mission, and implement TFKM's strategic plan.
 - Foster partnerships with diverse stakeholders to enhance TFKM's impact and further organizational priorities.
 - Inspire and motivate Board, staff, volunteers and others to promote and fulfill the TFKM mission.

- Governance
 - Partner with Board President to provide leadership in developing and implementing effective Board governance practices.
 - Present timely and accurate status reports to the Board about agreed upon objectives in the areas of finance, personnel, volunteer management, fund development and other relevant topics.
 - Work with Board committees and appropriate staff to create, implement and evaluate programs, progress on business and financial plans, and organizational policies and procedures.
 - Attend meetings of the Board of Directors, participating as staff liaison and advising the Board on strategic issues and/or challenges.

- Finance and Operations
 - Ensure accurate financial reporting systems including the development of an annual budget, tracking of monthly expenditures within budget, proper monthly bank account reconciliations, and timely and accurate reports to the Board.
 - Maintain official records and documents, and ensure compliance with all relevant legal and fiscal practices (federal, state and local regulations) of a non-profit corporation.
 - Administer insurance policies, equipment, facilities, contracts and vendor relationships.
 - Implement short- and long-range strategic operational goals.
 - Ensure compliance with applicable rules, regulations, policies and procedures to facilitate efficient operations and maintain safe and effective facilities.
 - Analyze operational and financial information and trends, providing recommendations as necessary and appropriate, to remain current with best practices and financial reporting requirements.
 - Ensure the effective usage and maintenance of data and IT systems.

- Staff and Volunteer Management
 - Build an effective team of staff and volunteers to ensure programmatic, fiscal, and organizational excellence.
 - Recruit, train and manage a motivated staff, ensuring cross-promotion and collaboration between the various TFKM programs and activities.
 - Provide direct supervision to management team.
 - Develop and implement sound Human Resources practices, systems, policies, and procedures that comply with all legal requirements.
 - Facilitate a positive work environment.

- Education and Outreach Programs
 - Assess, develop, implement and monitor all TFKM programs, including the Re-Cyclery, Earn-a-Bike and Rides programs.
 - Oversee evaluation and continuous program improvement efforts across all programs.

- Leverage TFKM community relations, marketing and fund development efforts in support of program expansion and increased impact.
- Fund/Resource Development
 - Create and implement a focused Fundraising Plan with clear annual growth goals. Identify, cultivate, solicit, and steward gifts from individual donors, foundations, and corporate sponsors.
 - Develop and carry out a Business Development Plan to increase donations and maximize earned revenue through TFKM's Re-Cyclery.
 - Work with the Board and staff to develop new sources of revenue that will allow long-term sustainability.
- Community Relations and Marketing
 - Develop a Marketing and Communications Plan to effectively promote TFKM programs and activities and oversee implementation.
 - Continue to promote Trips for Kids Marin's brand.
 - Act as Trips for Kids Marin's spokesperson, advocating at local/regional/state/national events to promote the organization and its value, and cultivating relationships with volunteers, donors, mission compatible organizations, bike industry partners, the media and others.

The Executive Director is a full-time, exempt position reporting to the Board President.

To apply, please send a detailed cover letter and resume to Paul Herrerias at p.herrerias@stantonchase.com