

Marin County Bicycle Coalition, Executive Director

The Opportunity:

The Marin County Bicycle Coalition (MCBC) is one of the leading bicycle advocacy organizations in the nation and has been responsible for expanding Marin's bicycle network in partnership with each local town/city and the County of Marin. During MCBC's 20-year tenure, it has helped to leverage over \$140 million for the design and construction of bicycle facilities and has worked to expand Marin's bicycle network to encompass 110 miles of traffic-separated multiuse paths and designated bike lanes. Recognized as the leading voice for cyclists across Marin, the MCBC Board of Directors is looking for an Executive Director to lead and grow this dynamic and influential organization. At a high level, we are looking for an individual who can, in collaboration with the staff and the board, develop and execute strategies in three critical areas: Fundraising and Development, Marketing and Branding, and Growing Membership. This is an exciting and compelling opportunity to lead and grow a highly successful organization with a well-established reputation and track record in Marin.

Summary of Responsibilities:

Reporting to the Board of Directors, the Executive Director is responsible for the overall management and administration of the organization including, but not limited to, client services and programs, financial operations, IT infrastructure, Human Resources, facilities, fundraising and related program development, and community and interagency relations. The ED will also oversee the development and implementation of an organization-wide strategic plan. This is full time position, salary dependent upon experience, bonus potential and generous benefits.

Leadership

- Inspire, support, and provide guidance to MCBC's staff, board of directors, volunteers, membership and supporters
- In collaboration with staff and the Board, oversee the ongoing growth and success of our Off Road, Advocacy, and Safe Routes to Schools programs.
- Guide development of policies and positions, including steering public campaigns
- Represent and serve as MCBC's outward-facing ambassador

Management

- Oversee/hire staff of eleven, with five direct reports
- Establish salaries and rates of pay, consistent with budget
- Develop and implement human resource best practices
- Support/assist program directors toward accomplishing program goals, including tracking progress metrics
- Ensure efficient operational systems, including IT

Income/Revenue

- Develop and oversee annual fundraising plan
- Conduct high donor outreach and individual asks
- Seek out foundation and corporate grants; write grant proposals
- Support business sponsorship development
- Seek out and negotiate earned revenue opportunities

Finance & Legal

- Together with board Treasurer, develop and track annual budgets
- Oversee and assist bookkeeper to ensure accurate financial records
- Track current financials, including cash balances, balance sheet, profit & loss statement and accounts receivable
- Review and approve proposed expenditures
- Review and update insurance policies, as needed
- Maintain organizational legal compliance in all relevant areas, including satisfaction of 501(c)3 nonprofit requirements

Marketing & External Relations

- Serve as primary MCBC spokesperson to members/supporters, press and general public
- Ensure MCBC brand excellence through all channels
- Ensure coordinated organizational, program and campaign messaging

Minimum Qualifications:

- BA/MA/MPA/MBA and/or equivalent experience.
- Seven years progressively responsible management experience; minimum of two years experience in a leadership position, working with community groups, volunteers and other nonprofit programs and organizations.
- Experience with fundraising and community relations.
- Excellent leadership, organizational, planning and supervision skills.
- Excellent interpersonal, listening, oral and written communication, facilitation, conflict resolution, public speaking and presentation skills. Ability to communicate effectively with a wide variety of audiences.
- Experience and/or familiarity working with local and regional governments preferred.
- Ability to effectively manage budgets, resources and multiple complex projects.
- Ability to work non-traditional hours (evenings, weekends and holidays).
- Strong computer skills; experience with CRM.

- Own and ride a bike with passion.

To Apply:

Send a cover letter and resume to edapplication@marinbike.org.