



## CalBike Seeks Interim Deputy Director

The California Bicycle Coalition is seeking a special individual to serve as Interim Deputy Director. This position is temporary for 4-6 months. It is designed to develop sustainable systems to achieve excellence in internal operations and management.

CalBike advocates for more equitable, prosperous and inclusive communities, where bicycling enables more people to lead healthy and joyful lives. We focus on state policy and on supporting local organizations and governments in making their communities more bicycle-friendly. If you want to apply your organizational and leadership skills to make a difference at a key moment, now is the time to work for an equity-oriented bicycle advocacy organization. Our Executive Director focuses on policy and communications, leading our legislative effort in Sacramento and our partnerships with external individuals and organizations.

The Interim Deputy Director will lead us through a period of change management that strengthens leadership, teamwork, internal communications and decisionmaking, while conducting an assessment and making recommendations on leadership needed for the next five years. Reporting to the Executive Director and serving as the leader of the newly-established Administrative Team, the Interim Deputy Director will have a particular focus on operations, working in partnership with the Executive Director to develop systems that improve our operations and make recommendations for maintaining those systems after the interim period is over. The Interim Deputy Director will evaluate the organization's existing capabilities and make recommendations for enhancing those capabilities through training and/or hiring. The position is an exempt part-time position.

The organization's headquarters is in Oakland where most of the staff reside. We have six full-time staff, comprised of 1 executive director, 2 development staff, 1 administrative manager, and 2 policy and program staffers; and several part-time staffers in administration and program, including a bookkeeper, a ride organizer, communications consultants, IT support staff, outreach specialists, and a translator. Everybody is currently working remotely. This position will require occasional in-person meetings as feasible during the pandemic, but can be done remotely.

### Responsibilities

- Develop Improved Financial Recording and Reporting Systems
- Work with Executive Director, Administrative Manager, Bookkeeper, and Development Director to ensure efficient recording and reporting of financial information, including
  - Budget Reporting by department to team leaders
  - Invoicing and Bill Paying
  - Payroll and Benefits
  - Expense Reporting to Team Leaders
  - Budget Reporting and Tracking to Executives, Team Leaders, Board of Directors, and Fiscally Sponsored Project Leaders
  - Donation Tracking for Fundraising Evaluation and Tax Acknowledgements
  - Integration of CRM with accounting as necessary

- Contract Management
  - Tax Reporting
- Work with Executive Director and Administrative Manager to implement improved Human Resources practices
  - Professional Development
  - Evaluation and Promotion
  - On-boarding and Off-Boarding Procedures
- Conduct Leadership Assessment
  - Assess and Support Leadership
  - Coach and Mentor Staff to Gain Leadership Skills and Assume Leadership Responsibility
  - Make Recommendations on Executive Leadership and Team Leadership in a Dispersed Leadership Model

## Experience

Our ideal Interim Deputy Director will have executive experience in nonprofits, including in an interim role. They will have the experience serving in or supervising the following three roles.

**Executive Director.** Our ideal candidate has served as Interim Executive Director for several organizations and gained experience in quickly evaluating systems and implementing changes to existing systems that are customized to the organization they serve.

**Chief Financial Officer.** They will either have served as a CFO, performed its functions as an executive officer, or supervised a CFO and gained knowledge about best practices in financial systems and management.

**Administrative Manager.** They are familiar with best practices in nonprofit administration, including human resources, legal compliance, and contract management.

## Qualifications

CalBike works at the intersection of social justice and bicycling advocacy and strives to adhere to its values of equity and inclusion in its policy work and internally. As such, we prefer a dispersed leadership model and significant transparency. To support our organization's culture and commitments, our ideal candidate will demonstrate the following qualifications.

- An active listener, with the ability to ask powerful questions and reframe issues
- Able to understand diverse perspectives and reflect those perspectives in proposals and recommendations
- Knowledge of leadership and team development through mentoring, coaching, and facilitative leadership
- Understand the dynamics of organizational change and is experienced in managing transitions
- Project management including how to get people to be good project managers themselves
- Strategic and analytical thinker
- Understanding of collaborative decision-making and team-oriented management
- Able to provide constructive feedback
- A commitment to equity and diversity
- Strong ability to “coach up” staff to learn new skills and develop stronger capabilities

- Able to communicate specific roles and responsibilities clearly and succinctly
- Ability to evaluate processes and work quality and communicate that evaluation frankly , and compassionately
- Comfortable and adept in using video and teleconferencing, because, pandemic

## **Expectations**

At the end of the term of our Interim Deputy Director, we expect the following results.

- Recommendations for Organizational and Team Leadership that supports our Strategic Plan, fits within our budget, matches job requirements to capabilities of existing and planned staff, is understood and respected by all team members, and provides an unambiguous definition of areas of responsibility, authority, and collaboration.
- Efficient financial reporting reflecting best practices that serves all team leaders.
- Human resources practices that support each team member's professional development, personal health and happiness, and reflect best practices and legal requirements.
- Recommendations for ongoing evaluation of internal operations to maintain a high level of operational excellence.

## **To apply**

Contact Dave Snyder at [dave@calbike.org](mailto:dave@calbike.org).

*CalBike provides equal employment opportunities without regard to age, ancestry, color, creed, mental or physical disability, marital status, medical condition, national origin, race, religion, sex, gender, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws.*