



Trips for Kids Marin (Bay Area) Job Description EXECUTIVE DIRECTOR

ABOUT TRIPS FOR KIDS MARIN (BAY AREA)

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

TFKM is based in San Rafael, California and began in 1988 as the founding chapter of what is now the national Trips for Kids organization. TFKM serves youth historically marginalized from the sport of cycling throughout the San Francisco Bay Area. Currently we have active programs in Marin, San Francisco, the East Bay, and Sonoma. Our primary programs are our Trail Rides, Earn-a-Bike and Mobile Bike workshops. Additionally, we operate the Re-Cyclery Bike Shop.

TFKM is an organization committed to diversity, equity, and inclusion (DEI) principles in both the workplace and in its work.

THE POSITION

Working in collaboration with the Board of Directors the **Executive Director** (ED) of TFKM will provide strategic and operational leadership to advance TFKM's mission to provide transformative cycling experiences for underserved youth. As the executive leader of TFKM, 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.

REQUIRED QUALIFICATIONS

- At least 10 years of professional experience, with a minimum of five years of senior-nonprofit management experience.

- At least five years' experience supervising seasoned staff and operating multiple programs.
- Undergraduate degree and an MBA or similar advanced degree preferred.
- Comprehensive knowledge of program planning and administration, organizational development, staff supervision, program development, budget management, contract negotiation, administrative operations, and fundraising.
- Strong relationship builder and communicator with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with a Board of Directors.
- Tangible examples of reporting and program measurement and evaluation.
- Demonstrates integrity, strives for excellence in their work, and has experience of leading others.
- Provide a personal approach that values the individual and respects differences of race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socioeconomic circumstance.
- Passionate about TFKM's mission and able to promote and communicate the philosophy, mission, and values of TFKM to external and internal stakeholders.
- Thorough understanding of, demonstrated passion for and commitment to nonprofit organizations and the nonprofit sector.
- Experience collaborating with diverse partners and capitalizing on opportunities and solving problems.
- Effective at motivating and managing professional staff and multidisciplinary teams.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong technology skills including knowledge of MS Office, Excel, Outlook, PowerPoint, data management and social media as well as a willingness to learn new technology.
- Ability to travel throughout Bay Area.

PRIMARY RESPONSIBILITIES

- **Organizational Leadership**
 - Collaborate with the Board to define the vision, strategies, and program offerings 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**
 - 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.
 - Partner with Board Governance Committee to provide leadership in developing and implementing effective Board governance practices and recruiting of diverse board members.
- **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 and inclusive work environment by creating a work environment that recognizes and respects the diversity and individuality of each employee.
- **Education and Outreach Programs**
 - Assess, develop, implement and monitor all TFKM programs, including Trial Rides, Earn-a-Bike, Mobile Bike Workshops, and Re-Cyclery.
 - 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.
- Work with the Development Director to 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.
- Effectively market, communicate, and promote TFKM programs and activities.
- Act as TFKM'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 with comprehensive benefits reporting to the Board President. Compensation will be commensurate with experience.

EQUAL EMPLOYMENT OPPORTUNITY

Trips for Kids Marin provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Trips for Kids Marin provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

APPLICATION PROCESS:

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to cvnl.org.



For more information contact:

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CVNL has provided successful full-cycle executive and management recruiting on a retained basis for nonprofit organizations throughout the Bay Area for over a decade. You can learn more about our work at cvnl.org/executive-search.