

## **Position Title: Executive Director Position Description**

**Status:** Full time, salaried

**Reports To:** Board of Directors

**Posted:** 4-11-2023

**Application Deadline:** Applications will be accepted until at least May 31, 2023

**Expected Start Date:** August 2023-September 2023

**Location:** Flexible: Minnesota-based with the capacity to work in the Minneapolis BikeMN office at least twice a month\*

\*Initial onboarding and team building activities will require weekly presence at Minneapolis office

**Hours:** Flexible work week, with some evenings and weekends, including BikeMN events, legislative sessions, Board of Directors meetings, and fundraising activities. Occasional travel that may be up to 25% during busy times.

**Salary:** Starting at \$100,000

**Benefits:** Flexible schedule, health, dental, disability and life insurance, paid vacation, sick time and holidays, and a stipend for phone/internet. Contribution to IRA upon completion of 90-day probationary period.

### **WHO WE ARE + WHAT WE DO**

Established in 2008, BikeMN is a statewide non-profit promoting and advocating for active transportation with a passionate team of 10 full-time equivalent staff. BikeMN is supported annually by thousands of supporters from 200+ communities around the state, businesses large and small, foundations, and contracts with state, regional, and local governments. BikeMN maintains and supports a strong, statewide network of over 1,000 local advocates and educators.

BikeMN is a relatively small organization. In addition to the approximately 10 FTEs (which includes two contract ride directors and a lobbyist), this position will work with the BikeMN Board of Directors of 15, community-based chapters and partners and funders. Funders include contracts with MnDOT, the MN Department of Health, and Metropolitan Council and an annual grant from the McKnight Foundation.

**Mission:** The Bicycle Alliance of Minnesota engages people, provides education, and advocates for biking and walking.

**Vision:** We envision a Minnesota where every person everywhere can easily walk, bike, and roll as ways to move in daily life.

### **HOW YOU'D FIT IN + STAND OUT**

The BikeMN Executive Director oversees all operations, functions and activities, serves as the face of the organization, and is responsible for giving the proper strategic

direction and implementing a high quality vision. The Executive Director must be an influential executive with the ability to lead and motivate, possess great communication skills, have an in-depth understanding of nonprofit finances and management, lead and manage with a holistic approach towards the organization's operations, and be committed to the realization of BikeMN's mission. They will enthusiastically gain deep knowledge of active transportation strategies and best practices and BikeMN's core programs, operations, and business plans. They will embrace an ongoing commitment of continuous learning, equity, diversity, and inclusion.

## **Responsibilities**

### **Finance**

- Direct, manage, and implement finances, budgeting, financial reporting, contract management, and audits.
- Ensure that required reports are filed appropriately, and ensure financial transparency/integrity as presented to committees, board, staff, and supporters.

### **Governance and Board Relations**

- Collaborate with BikeMN's Board of Directors on strategies to advance the mission and vision and identify potential risks and opportunities.
- Maintain a strong working relationship with the BikeMN board chair, individual board members, and committees of the board including BikeMN chapters.

### **Fund Development**

- Create and implement business plans and budgets consistent with the goals and objectives set by the Board of Directors in the strategic plan.
- Lead fundraising efforts with major donors, businesses, foundations, and other financial partners in collaboration with the Board of Directors.

### **Organizational Culture and Staff Leadership**

- Develop and support an organizational culture that promotes transparency, collaboration, equity, diversity, and inclusion throughout BikeMN.
- Ensure consistency and adherence of staff work plans to the BikeMN strategic plan, established policies, approved budgets, and legal guidelines.
- Identify, recruit, train and develop an effective team of leaders by providing guidance, coaching, and example to staff.
- Lead bi-monthly staff executive management team to review, plan, and prioritize high level operations.
- Supervise and evaluate program operations annually, meet with program directors weekly, and other staff as needed.

### **Advocacy and External Relations**

- Act as a public speaker and representative for BikeMN with the media, elected officials, community leaders, and other stakeholders.

- Forge and maintain relationships of trust with supporters and partners, including funders, businesses, communities, schools and other external stakeholders.
- Lobby on behalf of BikeMN at the state Legislature in coordination with BikeMN's lobbying firm (Note, the ED will be required to register in MN as a lobbyist).

### **Operational Effectiveness**

- Identify potential risks and opportunities for BikeMN.
- Manage, collect and provide information, review staff reports, contract accountants, and auditors.
- Devise remedial actions for any issues that conflict with BikeMN's activities, lead problem solving, and conduct crisis management when necessary.
- Design and complete the strategic business planning process for program expansion into new markets in partnership with the board and staff.

### **Skills, experience, competencies**

- Proven experience in a high level supervisory role, including past success working with a Board of Directors.
- Demonstrated success in developing, implementing and evaluating progress towards strategic plans.
- Proficiency with digital tools/resources (project management, communications channels, g suite, quickbooks, etc).
- Successful fundraising and networking techniques.
- Strong understanding of nonprofit/corporate finance.
- In depth knowledge of nonprofit governance and managerial best practices.
- Excellent communication, marketing, public relations, and public speaking skills to engage a wide range of stakeholders and cultures.
- Unwavering commitment to quality and data-driven program evaluation.
- A combination of education, experience, and personal interest that demonstrates an ability to manage all of these responsibilities.

### **Ready to Lead + Qualities to Succeed in the Role**

- Passion for multi-modal transportation and mobility justice.
- A strong commitment to social justice and anti racism practices and accessibility.
- An analytical and creative approach to problem solving.
- Outstanding organization and leadership abilities and interpersonal skills.

BikeMN uses a systems change approach that values every person having access to safe active transportation options (mobility). We believe in mobility that puts human life and health first. Headquartered in Minneapolis, our staff and board of directors live throughout Minnesota. Learn more at [bikemn.org](http://bikemn.org).

Our culture is one of justice, passion, fun, and flexible, resourceful work. BikeMN is deeply committed to anti-racism, inclusion, and equity in our programming and

workplace. As we grow, we are intentionally building a team that reflects the ethnic, racial, and cultural diversity of people who walk, bike, and roll in Minnesota.

### **Our Big Vision**

- All people experience safety: traffic safety, freedom from community violence, enforcement strategies that are equitable and support walking, biking, and rolling.
- Building a culture that values walking, bicycling, rolling, and riding transit rather than defaulting to cars.
- People of color, especially Black and Indigenous communities, have access to vital/active daily movement.
- BIPOC communities have the tools, voice, and support to advocate for better bike and walk policies and infrastructure.
- Rural, urban, and suburban communities thrive due to connected routes that support all ages and abilities.
- Biking and walking are a critical climate mitigation strategy to sustain a healthy planet and community.

### **WHY WORK FOR BIKEMN?**

Our staff prioritize work/life balance striving for no or low-workload Fridays, flexible schedules to allow for child/eldercare, pet needs, time for your book club or rec soccer league, and totally work-unplugged vacations. When you're in the main office you'll enjoy a metro transit bus stop right outside our front door, bike lanes running on both sides of Minnehaha Avenue, plenty of daylight through our floor to ceiling windows, complimentary high quality tea and coffee, a dog-friendly environment, casual Friday dress code is generally everyday, and we provide equipment and tools to service your bicycle.

### **WORK ENVIRONMENT**

BikeMN's headquarters is in Minneapolis, MN. BikeMN has a hybrid work environment and work location requirements vary by role and task. For remote work, our staff may work anywhere in Minnesota where they can get access to phone and internet and are available for calls and work time during normal Central Time (Minnesota) business hours and occasional weekends and evenings. This position will be able to work remotely but will have task responsibilities that require daily interaction with staff and partners, in-person time at the office at least twice a month, and occasional travel. BikeMN will supply, laptop computer, software, printer, file cabinet, office supplies as needed and a modest stipend (currently up to \$115/mo.) for use of a mobile phone and home internet connection.

## **BIKEMN'S COMMITMENT TO ANTI-RACISM + RECRUITING**

In the past, we've used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the people across Minnesota. Like many organizations, we've recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce and our culture for generations. Many things need to change, including the dialogue we have with job seekers.

**To that end, we share the following: As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the communities we serve, knowing that negative health and environmental impacts disproportionately affect persons of color. This means working to build an organization that better reflects the communities that we serve and engage with. During our hiring process, we look to the book *Hiring Revolution* by Trina C. Olson and Alfonso T. Wenker to help guide our hiring protocols and strategies. We will not close the search until the candidate pool is 30 percent People of Color, 2SLGBTQIA+ and/or Disabled applicants.**

We believe that these life experiences and perspectives are critical to advancing our vision that every person, regardless of background or ability, can walk, bike, or roll as a part of their daily life. In an increasingly divided and climate-changing world, this work is more important than ever.

Our current team demographics can be found [at this link](#) (based on full-time staff and Board). Our people may have checked more than one category since their identities may fall into multiple categories.

## **APPLYING FOR THE POSITION: [Fill out this online form.](#)**

Qualified applicants will receive a reply within five business days to schedule a conversation. Position open until at least May 31, 2023 and then until filled. Start date flexible—ideally someone will begin full time before September 2023.

**Non-Discrimination:** BikeMN will not discriminate against or harass any employee or applicant for employment because of race, sex, gender identity, religion, national origin, age, marital status, disability, pregnancy, veteran status, citizenship, genetic information (including family medical history) or any other characteristic protected by federal, state or local law.