



**POSITION PROFILE**

**EXECUTIVE DIRECTOR**

**October 2024**



**BIKEWORKS**

Visit [trianglebikeworks.org](https://trianglebikeworks.org) to learn more about our organization



# The Opportunity:

[Triangle Bikeworks](#) seeks an enthusiastic, youth-centered, strategic, and culturally competent individual with a strong work ethic to lead the organization in their mission to empower youth, particularly youth of color, in creating life-changing experiences through cycling.

The salary for this position is \$75,000 and offers a flexible, hybrid schedule with a great deal of autonomy.

## **Board Governance:**

- ❖ Responsible for leading Triangle Bikeworks in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- ❖ Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

## **Financial Performance and Viability:**

Develops resources sufficient to ensure the financial health of the organization.

- ❖ Responsible for fundraising and developing other revenues necessary to support Triangle Bikeworks' mission.
- ❖ Responsible for the fiscal integrity of Triangle Bikeworks, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- ❖ Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

## **Organization Mission and Strategy:**

- ❖ Responsible for implementation of Triangle Bikeworks' programs that carry out the organization's mission.
- ❖ Responsible for strategic planning to ensure that Triangle Bikeworks can successfully fulfill its Mission into the future.
- ❖ Responsible for the enhancement of Triangle Bikeworks' image by being active and visible in the community and by working closely with other professional, civic, and private organizations.





## Organization Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- ❖ Responsible for the hiring and retention of competent, qualified staff.
- ❖ Responsible for effective administration of Triangle Bikeworks operations.
- ❖ Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

## Job Responsibilities:

Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.

- ❖ Supervise, collaborate with organization staff
- ❖ Strategic planning and implementation.
- ❖ Planning and operation of annual budget.
- ❖ Serve as Triangle Bikeworks' primary spokesperson to the organization's constituents, the media and the general public.
- ❖ Establish and maintain relationships with various organizations; strategically enhance Triangle Bikeworks' Mission.
- ❖ Engage in fundraising and developing other revenues.
- ❖ Oversee marketing and other communications efforts.
- ❖ Attend and offer input of organization's Board and committee meetings.
- ❖ Establish employment and administrative policies and procedures for all functions and for day-to-day operations of the nonprofit.
- ❖ Reward and approve contracts for services.
- ❖ Other duties as assigned by the Board of Directors.





# Program Specific Responsibilities:

- ❖ Create and facilitate youth programs
  - Including planning and implementing various activities and events for the youth Triangle Bikeworks serves.
- ❖ Assist with logistics and planning of the Summer cycling tour including
  - Pre-tour logistics
  - Route planning
  - Coordinating educational events along the route
  - Youth recruitment
- ❖ Coordinate after school and weekend training and educational activities
- ❖ Coordinate end of tour celebrations/slide show
- ❖ Assist with design and implementation of shorter Excursions cycling tours
- ❖ Work with middle/high school youth in the spring and fall
- ❖ Program Outreach
  - Community outreach with schools, community groups, local businesses to educate the community about the programs of Triangle Bikeworks
  - Development of program outreach materials including program brochures and annual report
  - Website – update and contribute to website development
  - Social media – assist with social media posts



## Professional Qualifications Needed:

- ❖ Bachelor's degree.
- ❖ Transparent and high integrity leadership.
- ❖ Five or more years senior nonprofit management experience.
- ❖ Experience and skill in working with a Board of Directors.
- ❖ High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- ❖ Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- ❖ Demonstrated ability to oversee and collaborate with staff.
- ❖ A history of successfully generating new revenue streams and improving financial results.
- ❖ Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- ❖ Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- ❖ Solid organizational abilities, including planning, delegating, program development, and task facilitation.



- ❖ Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- ❖ Strong written and oral communication skills.
- ❖ Strong public speaking ability.
- ❖ Strong work ethic with a high degree of energy.



## How to Apply:

Send resume and cover letter, detailing your background and experiences, to Arasi Adkins at [arasiadkins@gmail.com](mailto:arasiadkins@gmail.com). Please list "TBW" in the subject line

Confidential review of applications will begin immediately and will continue until the position is filled

Arasi Adkins, Partner

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