







POSITION PROFILE

EXECUTIVE DIRECTOR
October 2024



Visit trianglebikeworks.org to learn more about our organization

The Opportunity:

<u>Triangle Bikeworks</u> 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:

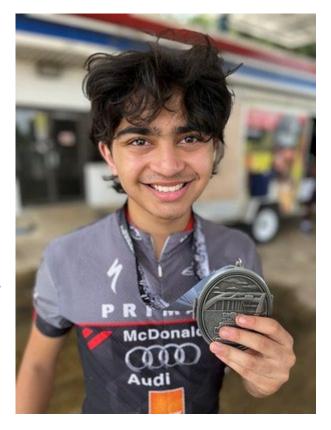
Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- * 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
 - o 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
 - o 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. 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

School Operations Specialists, LLC Direct: 336-693-7612

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