

Second Chance Bikes (SCB) is seeking an energetic and detail-oriented professional with strong knowledge of bicycle advocacy plus social service delivery to join SCB as our Executive Director. We welcome applicants with a passion for advancing bicycling to improve lives and create livable, equitable, sustainable communities.

Please review the job description below for more details about the position responsibilities and qualifications. The salary range for this at-will position is \$45,000 – \$50,000 depending on experience and qualifications. Successful candidates will work from our site in North Charleston, South Carolina.

To Apply:

Interested applicants should submit (via email) a cover letter, resume, and three writing samples in one PDF file to jobs@scbikes.org. Ensure that the subject line of your email includes the text “Executive Director.” We are not accepting email or telephone call inquiries.

Receipt of applications will be acknowledged with an email reply. **Applications will be accepted until March 14, 2020.** Applications are accepted on a rolling basis, so candidates are encouraged to apply early.

We look forward to hearing from qualified candidates interested in joining our dynamic, visionary, and growing non-profit. Visit www.scbikes.org for more information about our organization.

Second Chance Bikes is committed to equity, diversity, and inclusion in our staff, our work environment, and the change we want to see in our society. We value a diverse staff with a wide range of life experiences because we recognize that we are stronger when our organization and work benefit from the innovative contributions, creative solutions, practical know-how, and community insights brought by people of different backgrounds. Diversity of experience, ideas, and viewpoints is a priority, and candidates with varied education levels, skills, and backgrounds are encouraged to apply. People of color, people with disabilities, and people of different religions, nationalities, genders, and sexual orientations are strongly encouraged to apply.

Executive Director, Second Chance Bikes

Second Chance Bikes (SCB) provides affordable and reliable transportation to people in Charleston. SCB provides bicycles to children and adults experiencing hardship and runs Charleston’s only community bike shop. We are seeking an experienced Executive Director with exceptional interpersonal skills, strong financial, operational, and managerial expertise, a track record of successful fund development, and experience with bicycle repair.

Job Description:

The Executive Director is responsible for leading the overall affairs of SCB in a manner that supports and guides the organization’s mission as defined by the Board of Directors. The Executive Director oversees the administration, programs and strategic plan of the organization. This position will directly supervise all staff, volunteers, and contractors as appropriate. This is an exempt full-time position. The Executive Director reports directly to the Board of Directors.

Primary Responsibilities

- **Organizational Development and Management**

- Lead the implementation of SCB's strategic plan and programs within the parameters of the annual budget
- Establish employment and administrative policies and procedures for all functions and day-to-day operations of the organization.
- Oversee all programs and track appropriate metrics to ensure SCB is meeting program objectives
- Lead all business and organizational development and capacity building efforts
- Ensure compliance with funding sources, and local, state, and federal requirements
- Oversee SCB's day-to-day operations
- **Strategy Development and Vision**
 - Work with Board of Directors to develop and implement SCB's strategic plan
 - Maintain working knowledge of trend, issues, and best practices in active transportation, community needs, and funding opportunities in order to strategically guide and support the organization as a whole
 - Help guide the organization's major programmatic activities and ensure their alignment with available funding as well as SCB's strategic plan
- **Financial management**
 - Lead the planning, development, and administration of the organization's annual budget in accordance with strategic and operational plans
 - Ensures the positive financial positions of the organizations by operating within the approved budget
 - Lead the review, management, and negotiation of contracts
 - Monitor SCB's financial status with monthly Treasurer's reports and budget analysis
 - Develops and submits to the Board of Directors proposed annual budgets and monthly financial statements, which accurately reflect the financial condition of the organization
 - Review and approve financial documents such as bank statements, financial reports, and tax filings
- **Fundraising and Development**
 - Lead SCB's Fundraising Committee, to include developing and executing SCB's annual fundraising goals and budget objectives
 - Identify, research, and pursue potential sources of funding including major donations, grants, and contracts to support existing programs and to ensure the financial health of the organization
 - Identify opportunities for new funded programs that align with SCB's mission
 - Oversee delivery of annual fundraising activities, including appeals, programs/campaigns, and events
 - Cultivate and maintain relationships with current and prospective funders/supporters, including private and public foundations, corporate sponsors, businesses, organizations, and government agencies
 - Ensure effective coordination and tracking of all grant application and reporting activities in collaboration with other staff
 - Maintain institutional knowledge on grants and fundraising events for the organization
- **Public, Media, and Governmental Relations**

- Responsible for the enhancement of SCB's image by being active and visible in the community and by engaging with partner organizations and entities
 - Oversee the development of SCB's strategic messaging in coordination with the Board
 - Oversee the effective design, content development, and implementation of SCB's communications, including the organization's website, social media channels, email newsletters, and all other promotional materials
 - Cultivate and maintain relationships with elected officials, local government decision-makers, and policymakers at all levels in the Charleston area
- **Board Relations**
 - Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of SCB throughout the Charleston area
 - Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
 - Assist the board in long-term strategy development and governance issues and decisions
 - Coordinate board meeting agendas with the board President and attend all board meetings unless directed by the board
 - Keep the Board of Directors apprised of operations, financial standings, and other significant issues or events affecting the organization

Note: Nothing in this job description restricts the Board of Directors' right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands/Hazards

The position requires sitting, standing, walking, bending, cycling, pushing, and pulling. The employee must regularly lift and/or move up to 50 pounds.

Preferred Qualifications

- Bachelor's degree
- Demonstrated leadership skills and non-profit management experience with expertise in strategic planning, budget management, and fundraising strategies
- Knowledge of nonprofit finance, including experience with grant writing, budget preparation, and management
- Understanding of and passion for SCB's mission
- Understanding of local governance, transportation policy, regional planning and infrastructure and impacts on bicycling
- Strong written and oral communication skills and ability to articulate SCB's mission, vision and policy positions to the public, decision-makers, and funders
- Strong ability to collaborate with a dedicated Board of Directors and lead and oversee staff and volunteers
- Experience with bicycle repair
- Strong ability to interface and engage diverse partners, constituents, and communities

Employment with Second Chance Bikes is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

Second Chance Bikes is an equal opportunity employer and does not discriminate on the basis of race, religious creed, color, national origin, gender identity and expression, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

Salary: \$45,000 - \$50,000 DOE