

Queen City Bicycle Collective

Executive Director



Organization Description:

Queen City Bicycle Collective (QC Bike), a Manchester, New Hampshire-based 501(c)(3) nonprofit with a mission to get - and keep - the Manchester community riding bicycles safely and affordably, is hiring an Executive Director. Our vision is a Manchester full of bike riders who can depend on their bicycle for transportation, recreation, and exercise, because of the educational and affordable services we provide. These services include: **Open Shop** - (our core activity and initial purpose for forming the collective) where the public is welcomed into our workspace to repair their bicycles using our tools, parts, and technical expertise, in a supportive, Do-It-Together environment, or to purchase an affordable, refurbished bike; and **Voucher Programs** - through which QC Bike provides bike packages - free of charge - to qualified recipients, with the costs underwritten by our various partners. The largest and longest-running of these is **Earn-a-Bike** - our partnership with the Manchester Health Department to provide two Manchester schools with ~150 bike, helmet, lights & lock packages, each May.

As Manchester's community bike shop, we receive hundreds of generously donated bikes from our community, each year; and we take care to ensure all donated bikes are repurposed or recycled responsibly. QC Bike staff are supported in this work by thousands of hours of volunteer labor from motivated community members, annually. Our work is truly a Collective effort.

In 2021, we absorbed Bike Manchester, and began our foray into bicycle advocacy, by: installing eight Fix-It stations - throughout Manchester - in partnership with Manchester Parks & Recreation, hosting weekly group rides, and convening an advocacy committee. We also doubled our space by leasing the storefront next to our shop space. This new, community-oriented meeting space provides QC Bike the opportunity to perform meaningful work, beyond the work of our shop.

Job Summary:

As Executive Director of a relatively new organization (only incorporated in 2018), the successful applicant will help mold and lead a start-up nonprofit that enjoys strong community support, and consistent growth. The Executive Director will be part of the Collective's Executive Team, including: the former volunteer Executive Director, the Director of Operations, and the officers of the Board of Directors. Together, this team is responsible for overseeing the planning, administration, and execution of programming undertaken to achieve QC Bike's mission.

The Executive Director will guide and direct the continued implementation of the organization's strategic plan, including: cultivating and obtaining grant and donor funding; developing and implementing a comprehensive communication plan; developing and managing collaborations with existing and potential partner organizations, and the wider Manchester community; in addition to providing ongoing support of non-mechanical, day-to-day operations.

This full-time position is initially grant funded. A critical aspect of the successful applicant's work will be to develop sustainable financial resources to support QC Bike into the future, as we continue to meet our community's needs.

Job Responsibilities:

1. Develop and maintain proficiency in QC Bike's mission, vision, and current operations, and comfortably serve as spokesperson, where & when appropriate, including providing non-mechanical **support** for one **Open Shop** shift/week.
2. Strengthen recruitment, engagement, and coordination of volunteers, including the Board of Directors; increasing opportunities for volunteers; and implementing a comprehensive **volunteer engagement** strategy.
3. Develop and secure ongoing **fundraising** resources for cash and bicycles by researching and writing grants; major donor cultivation (corporate, private, public); and small donor solicitation.
4. Manage a comprehensive **communications strategy** that: includes QC Bike's website & online presence, increases community awareness of organizational activities, and enhances donor giving capabilities.
5. Maximize QC Bike's community impact in the community by: organizing, scheduling, and promoting programs, group rides and events; coordinating staff efforts; and managing **community partner relationships**.
6. **Organizational/operational** support including maintenance and analysis of data, record keeping and reporting, bookkeeping and space management.
7. Take **paid time off**, coordinated with other staff, to stay vibrant and rested.
8. Other duties that arise, and as determined by, the Executive Team.

Minimum Qualifications:

Prior experience and/or genuine interest in: bicycles, hands-on mechanical work, community development, volunteer engagement, nonprofit management, fundraising, and/or bicycle advocacy. A Bachelor's degree (in nonprofit management, or a related field) and at least three years of experience in management for nonprofits, or any combination of experience and education necessary to demonstrate relevant competencies.

Compensation:

\$42,000 - \$49,920 with a \$300 per month Health Reimbursement Account.
Very flexible work schedule and generous time off

To Apply:

Send an expression of interest and resume to Abby Easterly, acting Executive Director, abby@qcbike.org.