

## EXECUTIVE DIRECTOR JOB DESCRIPTION

**POSITION SUMMARY:** The Executive Director is a half-time position with primary responsibility for leading the Iowa City Bike Library in the fulfillment of our mission and vision. Duties include:

- 1) management of fundraising, administration, and programming,
- 2) coordinating activities with the Board of Directors;
- 3) overseeing the organization's finances; and
- 4) overseeing and coordinating with the Shop Manager.



### *The Executive Director will:*

1. Exhibit strong leadership, strategic vision and human resource/volunteer management skills;
2. Serve as the representative, leader, and voice of the Iowa City Bike Library and the cycling community;
3. Value cultural diversity and reflect a deep and abiding passion for the mission of Iowa City Bike Library;
4. Provide strategic and business leadership to our small organization as it embarks on a path of significant growth and change.
5. Secure sustainable funding from individuals, businesses, foundations, and government agencies;
6. Understand the internal and external workings of a 501c3 organization;
7. Be a flexible and resourceful problem solver; and
8. Have a great sense of humor and know how to have fun.

## PRIMARY RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director's role and responsibilities include the following:

1. Lead Board, volunteers, and other key stakeholders in fulfilling the BL mission and adhering to strategic plan. This will include supervision of any Bike Library employees, contractors and volunteers. Critical focus will be to translate our mission, vision, and values into annual action plans, defining and measuring success targets, and prioritizing and solving key organizational challenges.
2. Work with Board to find permanent space for Bike Library
3. Work with the Board to develop annual fundraising goals and oversee implementation of strategies to achieve them. Play an active, leading role in engaging with current and prospective institutional and individual donors. Oversee cash flow and expenses and prepare regular reports. Seek revenue through fundraising, grant-writing and an annual giving campaign.
4. Manage operations, including HR policies & procedures, insurance, taxes, and oversight of bookkeeper's work with payables, receivables, and financial records.
5. Develop and maintain a positive relationship with the Board. Develop materials and reports for monthly Board meetings. Facilitate ongoing awareness and application of nonprofit best practices.
6. Oversee Shop Manager and volunteers. Maintain a welcoming environment that abides by the BL's Safer Space policy. Foster a healthy work environment that attracts, maintains, and motivates volunteers. Develop annual review process of our efforts with volunteers that is aligned with our mission and values, schedule and conduct meetings and retreats as appropriate, to ensure volunteer effectiveness.
7. Ensure that Iowa City Bike Library maintains a visible and vibrant presence in the community by fostering collaboration with partner organizations and in public forums. Maintain a strong organizational image.

## **REQUIRED AND DESIRED SKILLS AND ABILITIES**

- Undergraduate degree or equivalent work experience in the bike industry or a nonprofit
- Excellent communication skills – writing and public speaking
- Strong interpersonal skills, including conflict resolution – must be comfortable working closely with volunteers and the general public
- Experience with or knowledge of bicycle education, advocacy, and bike maintenance
- Computer skills – word processing, spreadsheet, database management, graphics and web development desired
- Social media experience desired
- Grant writing and fundraising desired
- Nonprofit program or agency management knowledge and experience desired

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- May require lifting and loading bicycles (up to 60 pounds each) from vehicles or trailers.
- May require storage and retrieval of bicycles.
- May require leading bicycle events and bicycle education workshops on city streets and trails

## **REPORTS TO:**

Board of Directors

## **HOURS**

Currently part-time  
20 hours per week

## **COMPENSATION**

\$15-20 per hour depending on experience

## **TO APPLY**

Please submit your cover letter and resume to [nathanshepic@gmail.com](mailto:nathanshepic@gmail.com) by Friday, May 4.