**Reno Bike Project Program Director**

**Job Description – 2016**  
  
The Program Director is the chief manager of all programming of Reno Bike Project. The Program Director reports to the Executive Director, and is responsible for the organization's consistent achievement of its mission through its programmatic objectives.

**Program Development:**

1. Provide leadership in development of RBP’s programming
2. Ensure that all programming represents and achieves RBP’s mission and vision
3. Investigate and work to develop all feasible new programming possibilities
4. Maintain a working knowledge of significant developments in the environment surrounding RBP and it’s mission
5. Work with all staff to ensure that all programs are executed and developed successfully and completely.

**Communication:**

1. Advocate in support of the vision of RBP to agencies, organizations, and the general public
2. Organize Outreach Events
3. Publicize RBP’s activities, events, programs and goals
4. Effectively and continually communicate about the status of all programming with Executive Director (i.e. finance, volunteer/staff levels, development)

**Administrative:**

1. Ensure that adequate funds are available to permit the organization to carry out its work
2. Compile all required reporting from federal and foundation granting agencies for applicable programs
3. Ensure there are enough volunteers and/or staff for all events and programs.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the organization
5. Work with the Executive Director to seek out, research, write, and manage all feasible fundraising opportunities.

**Skill Requirements**

1. Bachelor’s Degree in related field
2. 2 years non-profit experience
3. Experience in writing and reporting on private foundation grants as well as local, state and federal granting agencies
4. Experience with recruiting, hiring and supervising staff members
5. Any combination of the above skills will be taken into consideration

The Reno Bike Project is an equal opportunity employer; women and people of color are strongly encouraged to apply.

**Scope of Work (cont’d)**

The Program Director is directly responsible for the success of the RBP’s programs and will work with the Executive Director, program staff and shop staff to achieve set goals. Responsibilities include the following programs and duties.

* Manage program staff - direct supervision and recruitment
  + Supervising program staff to insure program goals are being met
  + Working with the ED to recruit new staff when needed
* Membership Program
  + Insuring new members are recorded
  + Old members are asked to renew when membership expires
  + Working with ED and staff to improve and streamline program
  + Insuring that staff has proper forms for new members and that the online sign-up works properly
  + Insuring continuous growth of the program
  + Keeping members and staff updated with program and organizational changes
  + Organizing and promoting an annual end-of-year appreciation party
* Volunteer Coordination
  + Working with staff to insure that the organization has the necessary volunteers to complete its goals and objectives
  + Working with ED and staff to improve volunteer training program and expand culture of volunteerism
  + Working with staff to recruit, orient and train volunteers
  + Working with staff to maintain consistent communication with volunteers about needs and opportunities to volunteer
  + Keeping volunteer training materials current
  + Organizing and promoting an annual end-of-year appreciation party
* BLCP/BRC
  + Collaborate with partners to identify and track targeted recipients, and ensure they are benefiting from the BLCP
  + Document participants and evaluate the BLCP’s contribution in overcoming the affordable transportation barrier
  + Integrate the BLCP with a volunteer work-trade program
  + Monitor the inventory of available bicycles and match bicycles to participants
  + Insure program has sufficient funds as determined by budget
  + Identify or recruit instructors for BRC
  + Promote the BRC and recruit participants for monthly sessions
  + Collaborate with instructors to ensure quality of class instruction and bicycles produced
  + Recruit BLCP partners and/or recipients
* MTP
  + Insure program has sufficient funds as determined by budget
  + Manage and work with the MTP Coordinator to insure program meets goals
  + Insure organized, goal-oriented daily operation
  + Recruit instructors for MTP
  + Sustain and cultivate existing partnerships, and recruit new partnerships
* Outreach Events
  + Sloth Pedals - Organize a monthly ride for ages 10 and up just for fun. Pursue opportunities to partner with and highlight local business, new bike lane routes or just explore new neighborhoods.
  + Freewheels for Kids – publicize event including bike/donations drive and volunteer workdays; coordinate partnerships; insure bikes are delivered to partners before holidays/winter break.
  + Organize and recruit volunteers for Bike Valets.
  + Assist ED with planning and organizing bicycle-related events including the Art Show, Bike Swaps, Bike Week events, and Open Streets events.
* Dan’s Night/Ladies Night
  + Work with staff and volunteers to promote and insure a consistent weekly offering.
* Committee Work
  + Be an active member of the Truckee Meadows Bicycle Alliance (TMBA) committee for Bike Week, the RTC Citizen Multimodal Advisory Committee (CMAC), and UNR’s Campus Bicycle Committee (CBC) to the extent that their goals and duties align with RBP’s.