



PEDAL – Executive Director – Job Description

Pedal has a mission to enable, educate and empower members of the community to make cycling a part of their daily lives. Pedal's operations include Our Community Bikes (started in 1992) a Do It Yourself bicycle repair facility that recycles and refurbishes used bicycles. Pedal also offers bicycle mechanical tutoring, training and education outreach programs. Pedal is a social enterprise, most of its annual revenues of approximately \$500,000 are earned and has charitable status. You can find out more at www.pedalpower.org

Pedal is looking for a passionate and energetic Executive Director. This position is new for Pedal, and it is an opportunity to shape the organization for a future of increasing bicycle usage and to expand Pedal's impact serving low income and marginalized communities.

The Executive Director reports to the Board of Directors. Other Staff and Contractors report to the Executive Director.

Responsibilities

Governance, Policy and Strategy

- Works with the Board to define organizational strategies and governance in alignment with Pedal's mission and values
- Ensures policies are defined and communicated throughout the organization
- Establishes and monitors performance metrics

Organization Operations

- Responsible for implementing and managing programs that supports Pedal's mission
- Responsible to hire, mentor and manage competent and qualified staff

Financial Management

- Oversees organizational finances and cash flow including preparation of annual budget and monthly reporting to the Board
- Oversees a variety of revenue generating and fundraising activities, including analyzing earned revenues, soliciting and managing grants or service contracts and building an individual donor program

Outreach and Marketing

- Ensures community outreach and pursues partnerships and relationships with aligned organizations
- Ensures active social media presence and routine updates to Pedal's website
- Ensures routine communication to Pedal's members and supporters
- Obtain routine feedback from Pedal's customers to determine needs and satisfaction levels

Qualifications

- Demonstrated experience in a management position, preferably in the a non-profit sector
- Strong organizational abilities including planning, delegating, program development and task fulfilment

- Strong interpersonal skills with the ability to collaborate and motivate Staff, the Board of Directors and Volunteers, including understanding consensus decision making and operating under an anti-oppression framework.
- Strong financial management skills including budget preparation, financial report analysis and cash flow management
- Strong knowledge of non-profit sector fundraising techniques, including individual donor management
- Strong written and oral communication skills
- Strong understanding of needs associated with serving low income, marginalized or underrepresented communities and persons with disabilities

Nice to Have

- University Degree in a related field to the job description
- Bicycle mechanical maintenance experience or a mechanical aptitude
- Retailing experience
- History of continuous professional development
- History of volunteering, in particular for organizations that serve marginalized communities
- Member of an underrepresented or marginalized group

Hours of Work

Full time, 35 hours per week, flexible schedule, 4 weeks vacation

Salary

\$45,000 - \$50,000 per year plus performance bonus, depending upon experience and qualifications

Applications

To apply, please send a resume with a cover letter to jobs@pedalpower.org that includes:

- Why are you interested in Pedal
- How your experience is a good match for Pedal
- What can you offer Pedal

Applications need to be received no later than June 20, 2017

Applicants are encouraged to visit Our Community Bikes before submitting, however we ask that you first request an appointment by sending an e-mail to jobs@pedalpower.org

Please, no phone calls on this job posting. Any questions can be sent by e-mail to jobs@pedalpower.org

Applicants that are not short listed for an interview may not be replied to. Thank you for your understanding.

Building Bikes and Community

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