

Development Coordinator

This position is responsible for long-term planning, strategy, and oversight of the Hub's systems of operations internally and externally. This includes the development, design, and improvement of the operational framework and policies of The Hub. It may also include situational duties in addressing unique opportunities and issues. It is a year round position with 16 -20 hours a week. This position qualifies as level 4 of the wage scale.

Responsibilities:

- Collaborate with Bookkeeper to develop the Hub's annual budget using feedback from Department Coordinators. Bring to Worker Owners for approval by the beginning of the year
- Work with Personnel Coordinators to develop training budget and plan annually and troubleshoot communication issues that arise internally
- Keep Personnel Coordinators accountable for handbook maintenance, policy updating and personnel related issues
- Oversee the Winter Projects Process
- Ensure that the Ownership is organizing meetings according to policy
- Give bookkeeper context and analysis to numbers when running reports and reviewing data
- Review data and reports evaluate for inconsistencies, investigate those inconsistencies, and work with others to develop possible solutions (ex. Labor budget overage)
- Facilitate discussion on long-term planning at the Hub including structural developments, technology advancements and opportunities, economic strategies, etc.
- Continue to keep ownership updated on projects they are working on
- Work with the Hub's CPA to evaluate the Hub's taxes and see that we are following the necessary tax laws and choosing the avenues that are the best for the Hub's economic health
- Build relationships with the Co-op community by attending cooperative conferences and establishing ties with the local cooperative community
- Keep an eye on opportunities for growth for the Hub in the community ex. R.F.P.'s , business loans, etc.
- Protect the Hub from possible financial fraud ex. credit card companies

Desired Qualifications

- 5+ years experience working in a bike shop
- Excellent Interpersonal Communication Skills
- Leadership Experience, ability to give work direction
- Experience in long-term financial planning including cashflow, budgets, and cost-benefit analysis
- Strong organization skills and attention to detail
- Skill in decision making, problem solving, and technology
- Experience managing and facilitating partnership and collaborations
- Excellent time management; able to manage multiple demands, prioritize tasks and adjust work schedule accordingly
- Knowledge of legal contracts and insurance

Time Expectations

- 16 - 20 hours a week
- Attend bi-monthly Steering Committee
- Attend quarterly Worker Owner meetings
- Attend monthly Personnel Meetings
- Attend monthly General Meetings

