



Executive Director Job Description

Sharing Wheels Community Bike Shop - *Keeping People & Bikes Moving*

The Executive Director reports to the Board of Directors, and is responsible for the overall strategic and operational leadership of the organization, including financial stewardship and fundraising, community programs, outreach, and administration. You can learn more about our vibrant non-profit organization and the communities we serve on our website at: sharingwheels.org

Desired results:

- Lead the networking and fundraising efforts to support the goal of securing and transitioning to an improved shop location.
- Grow our fundraising base through grant writing, direct asks, annual campaigns and events.
- Develop a welcoming shop environment that supports sales, volunteers, and staff
- Balance programs and resources to serve diverse ages, incomes and outcomes: adults and children, free and paid services, teaching one-on-one vs. class format
- Effective communications and donor relations management

Responsibilities

Strategic Leadership:

1. Work closely with the Board of Directors to define strategic direction and visionary leadership that aligns with our mission and values.
2. Implement the strategic plan to advance the mission, goals and objectives of the organization.
3. Lead the networking and fundraising efforts to support the goal of securing and transitioning to an improved shop location.



Communications & Outreach:

1. Develop and maintain strong working relationships with key community stakeholders and nonprofit partners to promote the overall goals of Sharing Wheels.
2. Build awareness of Sharing Wheels within the Snohomish County nonprofit and biking communities.
3. Ensure the board is kept fully informed on the condition of the organization and all important factors influencing it.
4. Represent the programs and organization's mission to agencies, organizations, community leaders and other stakeholders.

Fundraising & Financial Management

1. Serve as the primary fundraiser for the organization, setting fundraising strategy and working closely with the board to identify individual and grant prospects.
2. Continue to grow the fundraising base through grant writing, direct asks, annual campaigns and events.
3. Manage communications and strengthen relationships with our current donor base to ensure continued financial support.
4. Work with the board in preparing a budget; see that the organization operates within budget guidelines.
5. Be responsible for maintaining sound financial practices by overseeing financial management, budgeting and financial reporting.

Program Development and Administration:

1. Provide leadership in developing new programs and financial plans which support the overall mission of the organization.
2. Work collaboratively with staff to provide resources and support for existing community programs.
3. Maintain tracking tools to assess program budgets, participation and effectiveness for both internal and grant reporting purposes



4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Staff & Volunteers:

1. Ensure that job descriptions are developed/updated, that regular performance evaluations are held, and that sound and legal human resource practices are in place.
2. See that an effective volunteer Board, with appropriate provision for succession, is in place.
3. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
4. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Required Qualifications:

- Four or more years of nonprofit or business management experience.
- Experience in fundraising campaigns, grant writing and financial management.
- Strong organizational skills including planning, delegating, and program development.
- Excellent written and oral communication skills.
- Strong technical proficiency with job-related software.

Preferred Qualifications

- A passion for bicycling and the transformative impacts it can make in a person's life.
- Demonstrated ability to oversee and collaborate with a diverse range of stakeholders, including marginalized and underserved groups and individuals.
- A deep understanding of fundraising strategies and donor relations unique to the nonprofit sector.



- Experience with technology tools for cloud computing (Google Workspace), Point of Sale (Square), email (MailChimp), finance (Quickbooks), donor management (Little Green Light) and volunteer scheduling (SignUpGenius).

Compensation/Benefits: The salary range for the part time position is \$30K to \$36K, commensurate with experience. Benefits include health/ dental insurance reimbursements, public transportation stipends, paid time off, holidays and professional development.

Work Schedule: 20 hours per week, salaried, with some evening and weekend work required. Flexible scheduling and work-from-home hours are available.

