Executive Director Position – Neighborhood Bike Works

Position Summary:
Neighborhood Bike Works (NBW), a nonprofit organization, seeks a full time Executive Director to oversee, develop, and inspire a collaborative vision for NBW’s youth and adult programs while also managing NBW’s fundraising and administrative systems.

In 2016, NBW will build on recent growth and a successful relocation to a new community shop and bike education hub. NBW will also celebrate 20 years of using bikes as the hook to engage youth in positive out of school time activities. By learning bike mechanics and exploring the city by bike, young people at NBW build life skills and healthy habits, and gain leadership experience. Based in West Philadelphia, we primarily serve youth of color from low-income communities. In addition to our youth programs, NBW provides a DIY bicycle workshop space for adults as well as community outreach programs to promote cycling.

More information regarding NBW can be found at www.neighborhoodbikeworks.org.

Key Responsibilities:
The Executive Director will be responsible for overseeing an annual budget of $600,000, and a staff of 7 full time and 2-3 part time/seasonal employees. Since NBW is growing, ensuring a fundraising base of foundations and individual donors will be paramount, as well as an ability to manage earned income from NBW’s business operations.

Organizational Leadership and Program Development
- Establish and implement short and long term strategic program development and organizational plans.
- Work with Program Director and other staff to establish short and long term program goals, and to innovate programmatic directions.
- Build strong relationships with community members and strategic partners.
- Represent NBW at public events, ensuring a visible and relevant presence in community and citywide affairs.
- Report to, interact with and support NBW’s Board of Directors; act as liaison between Board and staff.

Development and Communications
- Produce annual fundraising plans to grow NBW’s diverse income streams, including foundation grants, corporate gifts, and individual and major donations.
- Lead communication with donor contacts, cultivate donor prospects, and develop major donor program.
- Work with Development Manager and Program Director to manage foundation grant relationships and grow foundation giving.
- Support, engage, and collaborate with NBW Board on fundraising.
- Develop and guide implementation of NBW’s communications strategies.
Financial Management

- Prepare and manage annual operating budgets.
- Oversee and support the growth of NBW’s earned income streams through Bike Church and Mel’s Community Bike Shop and fee-for-service programs, including Summer Camp and Adult Repair Classes.
- Oversee financial management system, work in partnership with NBW’s Finance Committee to provide fiscal oversight, and provide financial reports to Board.
- Ensure compliance with local, state, and federal laws, and ensure timely completion of NBW’s annual audit.

HR Oversight, Team Leadership

- Provide day-to-day management, supervision, and leadership to NBW’s staff.
- Inspire and engage a diverse staff that reflects NBW’s community and constituents.
- Support staff development and accountability, innovation, and a spirit of collaboration within NBW’s staff and among NBW’s partners.
- Ensure compliance with NBW’s personnel policies and federal and state labor laws.

Qualifications:
The ideal Executive Director candidate will have a passion for the mission and work of NBW, nonprofit management and leadership experience, a history of building strong rapport with staff and Board members, and fundraising and financial management skills. Background and knowledge of social justice work, community organizing, positive youth development, and/or Philadelphia’s cycling and nonprofit networks is strongly preferred.

Additional Qualifications:
- Substantial experience in direct management within a nonprofit setting (5 years preferred), including through strategic planning processes.
- Ability to lead and manage staff, delegate, and prioritize.
- Substantial fundraising experience, such as with grant development, planned giving, major gifts, and direct mail appeals.
- Experience with youth development programs in cities like Philadelphia.
- Excellent writing and public speaking skills, as well as the ability to articulate issues affecting the youth NBW serves.
- Excellent interpersonal, press, and public relations skills.
- Understanding of nonprofit financial management and bookkeeping.
- Comfort with using Microsoft Office required.
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance required.

Application Process:
This position is scheduled to begin in May 2016 with some flexibility, if necessary. Salary will be commensurate with experience. Please email a resume, cover letter, and salary requirements to EDsearch@neighborhoodbikeworks.org. We are an Equal Opportunity Employer and actively seek staff members who reflect the community we serve. Candidates of color are encouraged to apply.