

Bike Maryland is looking for an Executive Director

Bike Maryland is seeking a full-time Executive Director who can effect change in the State of Maryland by advocating for improved bike infrastructure and rider safety.

The Executive Director needs to lead Bike Maryland's programs and team to fulfill the following goals:

- to become a leading organization at the state and local level to advocate for increased bike infrastructure funding
- to improve rider safety laws and enforcement
- to become the catalyst and resource center for cycling in Maryland
- to expand cyclist education
- to build partnerships with other bicycle advocacy groups, riders, bike shops, commuters.

The ED will need knowledge of non-profit management, fundraising, strategic planning, as well as the state of biking in the state of Maryland.

Bike Maryland is a 501c(3) non-profit organization whose mission is to promote bicycling, increase safety, improve conditions, and provide a voice for bicyclists in Maryland. Visit www.bikemaryland.org for more information.

Key responsibilities and accountabilities:

Infrastructure and Advocacy

- Legislative, Legal, and Infrastructure: Direct the advocacy of legislation, policies, and funding in the interest of bicycle safety and improved bicycle infrastructure at the state and local levels.
- Bike Organizations: Foster communication between bike advocacy organizations and clubs across the state with Bike Maryland to assist in creating a unified voice for bicycling in the state and region.
- Commissions: Foster an appropriate level of participation at bicycle and pedestrian commissions which may include membership, testimony, or other representation.
- Businesses: Foster strong relationships and partnerships with businesses across the state to support Bike Maryland's mission of education and advocacy.

Education:

- Administer the *Bike Minded*, *Bike Friendly*, and *Safe Routes to School* programs as well as the Annual Maryland Bicycle Symposium.

Fundraising and Communications

- Promotion: Seek avenues to promote the goals of Bike Maryland through a strategic communications and outreach plan
- Digital Presence: Direct regular communication to membership and bicycling stakeholders through the website, monthly newsletter, and social media.
- Membership: Foster increased membership to support the mission

- Events: Administer cost effective events to raise funds to support and engage members for BikeMD
- Partnerships: Foster donors and business partnerships to financially support the organization
- Grants and Donations: Manage and foster writing of grants as well as cultivating donors and partnerships.

Administrative

- Board Engagement: Coordinate with the BikeMD Board of Directors, who are actively engaged.
- Financial Management: Manage the day to day finances of BikeMD and maintain financial records with the Bike MD accountant to report to the Board of Directors on a regular basis.
- Office Management: Daily management of the staff and volunteers to ensure the smooth running of the organization.
- Strategic Plan: Assist in the development of a strategic plan for BikeMD

Qualifications

- Education: Masters degree preferred
- Experience: non-profit management experience and a track record of fundraising skill, strategic planning, budget management, and grant writing.
- Background in planning, infrastructure and dealing with Transportation Systems and Budgets
- Proficiency with email, Microsoft Office, social media required. Experience with Wordpress, HTML, and CiviCRM preferred.
- Strong written and verbal communications skills.
- Self-motivated and visionary with a proven history of achieving goals.

Compensation and Schedule

- Salary is commensurate with experience.
- Bike Maryland offers a benefits package including a health insurance allowance, vacation and sick leave, and mileage reimbursement.
- Office hours are generally held with some evenings and weekend meetings and events which must be attended.

Application Process

Bike Maryland is open to all candidates and an equal opportunity employer.

Applications will be accepted until June 1, 2014.

Interested candidates will need to submit a short cover letter, resume, at least two references, and salary expectations either electronically or via mail to

Bike Maryland
101 W. Ridgely Road, Suite 4A
Lutherville, MD 21093

Email: jointheteam@bikemd.org

You may also apply on-line at www.bikemaryland.org

