



**OUTSTANDING OPPORTUNITY:
EXECUTIVE PROJECT MANAGER for BICYCLING IN GREENSBORO**

Bicycling In Greensboro, Inc (BIG), Greensboro's non-profit bicycling advocacy organization, founded in 2005, is seeking applicants for a half-time Executive Project Manager, as follows:

TITLE: Executive Project Manager, Bicycling In Greensboro

ABOUT THE WORK:

- * Guide and manage the realization of BIG's 2015 Goals and its 5-Year Strategic Framework of Mission, Vision, Goals and Objectives, and Action Plan (see <http://www.bikegso.org>)
- * Increase membership and volunteerism
- * Stay abreast of news, events, legislation, and items of concern to bicyclists, and keep BIG membership and the local cycling community informed
- * Serve as a main contact for BIG
- * NOTE: This is a 50-week, independent contractor, non-employee assignment; potentially renewable; compensation only, no benefits

RESPONSIBILITIES (under board direction):

- * Execute BIG's overall mission
- * Manage volunteer committee accountability
- * Build strong relationships and partnerships in the community
- * Develop a public relations plan and coordinate its implementation
- * Recognize and capitalize on opportunities to develop new revenue sources

REQUIRED ATTRIBUTES, KNOWLEDGE, SKILLS and ABILITIES:

- * A personal passion for bicycling and encouraging more people to bicycle
- * Outstanding advocacy, public speaking and writing skills
- * Strong interpersonal skills, with expertise leading and guiding people
- * Works well independently
- * General knowledge of bicycling and alternative transportation issues
- * Marketing, communication, and team-building skills
- * Must have a work space and computer, phone, and internet access

EDUCATION AND EXPERIENCE:

- * Bachelor or Associate Degree or equivalent experience in relevant field
- * Grant-writing experience preferred
- * Nonprofit experience preferred
- * Proficiency in word processing, database management, and social media preferred

HOURS:

- * Average 20 hours per week
- * Flexible schedule

Send cover letter, resume, references, and a writing sample to Hiring@bikegso.org. The deadline to apply for this position is **July 13, 2015**.

Writing sample topic: How would you increase volunteerism with BIG?