

Executive Director Position Available Immediately

BikeWalkNC, North Carolina's premier statewide bicycle and pedestrian nonprofit, is seeking an Executive Director to lead an active Board of Directors, represent the organization, educate elected officials, grow our membership and partnerships, and build our social media presence. This position is an exciting opportunity to work with a passionate group of advocates and volunteers to improve bicycling and walking conditions across the state and learn the ins and outs of nonprofit management.

The Executive Director will work under the direction of the President of the Board of Directors. The desired candidate would have excellent communication skills, experience with social media platforms such as Facebook, Twitter, and Instagram, as well as an outgoing personality and personable demeanor. Our ideal candidate would also possess a strong passion for sustainable transportation and community outreach, and a proven record of grant writing.

The Executive Director will work from his/her home for the most part, although there will be meetings to attend, in Raleigh for the most part.

Salary commensurate with qualifications and experience. There are no benefits. There is no office or staff, other than interns. To apply, submit your resume with a cover letter to Board Advisor Roger Henderson at completestreetsroger@gmail.com. The position will remain open until filled. More info about the organization – www.bikewalknc.org.

BikeWalk NC is a membership-based, statewide advocacy organization promoting non-motorized transportation choices for residents of and visitors to NC. Our existing and potential support base includes shop owners, cycling clubs, transportation professionals, local advocacy organizations, elected officials, allied non-profits, business groups, government, environmental and health-oriented organizations and various individual advocates across the state interested in promoting people-powered transportation. For more information, visit www.bikewalknc.org or like us on Facebook at <https://www.facebook.com/BikeWalkNCPlaceholder>.

JOB DESCRIPTION

EXECUTIVE DIRECTOR: BIKEWALK NORTH CAROLINA (BWNC)

The Executive Director will report to the Board of Directors of BikeWalk NC (direct report to the President of the Board) and performance will be evaluated after three months and then annually by the Board. For information about the Board, visit our website www.bikewalknc.org. The Executive Director will represent BikeWalk NC at meetings, events and conferences. The duties of Executive Director may vary based on individual strengths and direction from the President, but may be described in the following areas of emphasis:

1. Legislative Support

- Build and maintain strong relationships with NCDOT Division of Bicycle and Pedestrian Transportation Manager and staff
- Participate in team meetings with partnering non-profits. Secure timely approvals from the President or Vice-President to sign-on to letters drafted by partnering organizations.
- Build and maintain relationships with legislators and be familiar with relevant legislation.
- Send email blasts to the Board, sponsors and our membership, regarding BW NC's stand on issues involving the state legislature within lobbying limits set by the IRS for 501-3-c organizations.

2. Communications

- Assist the **Executive Committee** (President, VP, Secretary, Treasurer) as needed
- Submit progress report email to the **Board of Directors**, regularly
- Participate in email and phone calls with **Board Advisory Panels**, as needed
- Submit progress report to the BWNC **membership**, regularly
- Respond to inquiries from prospective **new members** and financial sponsors
- Maintain correspondence with **financial sponsors**
- Initiate correspondence with **prospective financial sponsors**
- Prepare an Annual Report

3. Organize, Lead or Convene Meetings

- Organize /host up to 6 receptions at NCDOT workshops per year
- Quarterly and Annual Board meetings role: work with President to prepare agenda and packet. Serve as staff resource during meetings.

4. Statewide partnerships

- Using interns, create a database of public, corporate and non-profit allies throughout the state.
- Develop working relationships with key statewide partners.

5. Social media

- Provide frequent updates to the organization's website blog, and link them to our Facebook page, preferably at least once per week. Including text and photos.

6. Fundraising

- Manage all facets of membership growth and development to increase our membership.
- Build and sustain relationships with companies to help financially sponsor BWNC.
- Research and write grant applications to grow BWNC's annual revenue.
- Consider working with key partners to provide service for a fee.
- Work with the Board to grow attendance for the Statewide Bike Summit, the CARS ride in Raleigh, and other events.