

Community Cycling Center Executive Director



Start date: September, 2020

Reports to: Board of Directors

Status: Full-time

Location: Portland, Oregon

Salary: \$70,000

Benefits: Includes health & dental.

See website for complete list.

Organizational Overview

We love Portland and bikes. So we put our two loves together over 25 years ago, creating a nonprofit organization on a mission to broaden access to bicycling and its benefits.

Our vision is to support a vibrant community where people of all backgrounds use bicycles to stay healthy and connected. We believe that all Portlanders — regardless of income or background — should have the opportunity to experience the joy, freedom, and health benefits of bicycling. This is the motivation behind everything we do.

In addition to delivering dynamic programs that benefit underserved communities, we operate a full-service bike shop in NE Portland that is staffed by highly experienced mechanics. Our organization helps riders build their skills and confidence; empowers people to ride to school and work; offers educational opportunities for teens to earn school credit; and supports everyone in riding for health and recreation. We collaborate with community partners to generate pathways to employment and engagement within the bicycle movement by training educators, leaders, advocates and mechanics.

The Community Cycling Center is an equal opportunity employer and strongly values diversity, equity and inclusion. Individuals with varied backgrounds, abilities and experiences are encouraged to apply.

JOB SUMMARY

The Executive Director at the Community Cycling Center guides conversations around financial health and the long term goals for the organization. They work with the Organizational Leadership Team and other invested parties to arrive at consensus-driven decisions informed by a commitment to diversity, equity, and inclusion. The Executive Director reports to the Board of Directors and ensures that lines of communication are open in both directions between the board and staff members. The Executive Director will also achieve tangible outcomes in the areas of planning, budget development, resource development, staff management, program

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administration, profitable storefront operations, and as an advocate for the CCC mission. The Executive Director will make the development of the organization's culture and structure in terms of diversity, equity, and inclusion one of their highest priorities.

ESSENTIAL FUNCTIONS

Community Mobilization & Development

- Cultivate exceptional, transparent, and trusting relationships with outside agencies, stakeholders, coalition partners, and political leaders to ensure our programs are integrated, effective, uplift the communities we serve, and elevate the organization's work
- Expand partnerships and build relationships with community leaders to improve our programs.
- Ensure staff already embedded and forming relationships with communities and partners have the resources they need to continue to lead such work.
- Create and strengthen systems that bring staff, volunteers, donors, and other stakeholders together around a common understanding of diversity, equity, and inclusion.
- Connect sincerely and deeply with the communities the organization works with; aiming to listen, signal boost, and elevate other voices with our resources.

Leadership & Management

- Provide guidance and backing to ensure that staff leads strategic planning, rigorous evaluation, and consistent, high-quality delivery of services across the organization.
- Provide career-development pathways and support to foster a positive, dynamic, innovative, and values-driven work environment. Provide support and expertise in streamlining processes and identifying opportunities for strategic growth and development.
- Partner with the DEI committee to ensure both equitable hiring practices and support the integration of policies and procedures across the organization.
- Maintain consistent communication with the board; plan monthly board meetings and design agendas with consultation from the Organizational Leadership Team
- Foster and maintain multiple channels of communication between the board and staff.

Fund Development & Budget Management

- Partner with the Board and senior management to develop an annual budget.

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- Monitor the health of monthly financial reports from managers for all revenue generating activities.
- Collaborate with the Development Department to design, implement, and monitor the annual fund development plan; outlining goals, activities and timelines for completion. Ensure diverse revenue streams.
- Work within the established framework of the development team to strategically identify major donor prospects and corporate partners
- Guide the Board of Directors in planning, developing and achieving Board-led fundraising activities and goals.

PREFERRED QUALIFICATIONS AND CHARACTERISTICS

- A deep appreciation for the mission and values of the Community Cycling Center, as well as a thorough understanding of the unique and complex community development and social justice issues facing Portland residents.
- Lived experience in partner communities or lived experience in traditionally marginalized communities.
- Experience using bikes as transportation or for recreation.
- A demonstrated commitment to diversity, equity, and inclusion and an understanding of key DEI concepts.
- A clear track record of growth in leadership roles with experience developing and implementing strategies to broaden mission impact.
- Experience in fund development and other revenue-generating methods, including an understanding of fee-for-service and social venture business models
- Willingness, ability, and success in identifying and cultivating major donors; must have a proven track record making face-to-face asks.
- Experience distilling, designing, implementing and articulating strategic organizational development plans and operational budgets.
- Excellence in organizational management with the ability to coach, supervise and develop diverse teams of individuals.
- Adaptable, accessible, compassionate, with exceptional interpersonal and communication skills.
- Strong project management, administrative and organizational skills.
- Proficiency with Microsoft Office suite; Adobe suite; Salesforce, including moves management expertise; Lightspeed or other POS systems

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HOW TO APPLY

Please submit a cover letter and resume by email with “Executive Director” as the subject line to board@communitycyclingcenter.org.

This announcement was originally posted on July 8th, 2020. The application deadline is August 21st, 2020.

NON-DISCRIMINATION POLICY

The Community Cycling Center is an equal opportunity employer. We will not and shall not discriminate on the basis of race, religion, sex, age, national origin, gender identity, sexual orientation, citizenship, veteran status, marital status, sensory disabilities, physical disabilities, mental disabilities and/or any other bases protected by state and federal law. We take proactive measures to ensure against discrimination in hiring, compensation, promotions, and termination of staff, selection of volunteers (including board members) and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, customers, clients, volunteers (including board members), subcontractors, vendors, and other members of our community.