

Job Description

Executive Director of Bikes Not Bombs

Executive Director, Bikes Not Bombs (BNB)

Bikes Not Bombs is seeking an Executive Director to provide leadership, vision, and sound management to build on BNB's 24 years of history spearheading initiatives that promote sustainable communities through international and Boston-based programming. The successful candidate will be a motivated self-starter with substantial management experience in youth development, international development or nonprofit social change organizations, and be driven by a deep commitment to social justice. The Executive Director will manage staff, ensure program quality, oversee fundraising (assisted by two fundraising staff), manage BNB's relationships with community partners and lead efforts to expand its reach. The Executive Director reports directly to the Board of Directors and will work closely with the board and its committees to oversee the organization's sound financial and programmatic existence. The Executive Director will be responsible for elaborating and implementing successful strategies for program development with assistance provided by the BNB board and staff; developing a long-term financial plan; and building new strategic partnerships that further the mission of the organization. BNB's annual operating budget is \$1,000,000, about 50% of which comes from our retail bike shop.

About the Organization

Bikes Not Bombs (BNB) began in 1984 as a campaign in support of the people of Nicaragua, and in opposition to the U.S. military intervention there. To date, we have shipped over 30,000 donated bicycles to projects in the Global South, where they are fixed and sold to provide capital to establish bicycle shops, create permanent jobs, provide people with affordable means of sustainable transportation, and support youth development programs, disabled people's organizing campaigns and appropriate technology centers. In Boston, BNB runs an integrated set of youth development programs that teach young people to build, maintain, and safely ride bikes, while developing critical thinking and leadership skills, and an understanding of social justice issues. BNB also operates a full-service bike shop. The shop houses an advanced vocational training program and repairs customer bikes, and sells completely refurbished used bikes. BNB advocates for alternative transportation and creates opportunities for adults and youth to interact in a positive, multi-racial peace-building environment.

Responsibilities

- Responsible for oversight of all of BNB programs and operations (including fiscal and staff management, fundraising and program development).
- Responsible for creating and building on existing initiatives that promote our strategic mission both locally and internationally.
- Supervising 7 senior employees, as well as consultants and volunteers.
- Representing BNB to the public, media, and government and developing productive partnerships.

Specific Responsibilities

Administration

- ❑ Recruits, hires, trains, and evaluates employees of the organization.
- ❑ Develops job descriptions and work assignments, and administers personnel policies, including the ongoing development of an environment that welcomes people from a wide variety of race, class, gender, age, and sexual orientation backgrounds.
- ❑ Establishes and maintains an organizational calendar that coordinates all projects, events, and fundraising initiatives.
- ❑ Establishes and oversees sound financial management practices. (Oversees fiscal matters such as creating and monitoring budgets, authorizing payroll, expenses and reimbursements, accounting for revenue, and supervising bookkeeper).
- ❑ Oversees property and facility maintenance and implements standard safety procedures and accident reporting for offices, teaching space, and bike shop.
- ❑ Oversees and approves the production of all outreach materials, including newsletter, fundraising solicitations, special events announcements and invitations, educational materials, and website content, etc.
- ❑ Represents BNB to press and external community agencies and partners.
- ❑ Oversees sound business management of retail bike shop, while ensuring alignment with BNB mission.

Program Development and Evaluation

- ❑ Ensures that programs are diversified, innovative, and meet the identified needs and interests of the organization's constituents in alignment with the BNB mission.
- ❑ Considers new programming opportunities and partnerships according to board guidance, mission, and goals of strategic plan, grounded in strong sense of financial viability.
- ❑ Oversees the implementation of qualitative and quantitative data collection to contribute to ongoing internal and periodic external evaluations.
- ❑ Works to strengthen vocational training program within the retail bike shop.

Fundraising

Works with the Development Team to:

- ❑ Establish annual and long-range fundraising strategy.
- ❑ Oversee grant proposal submission and reporting.
- ❑ Cultivate relationships with internal and external stakeholders including donors, other youth organizations, international organizations, other bike groups, the City of Boston, and others as needed.
- ❑ Ensuring successful completion of building fund campaign

Board

- ❑ Coordinates meetings and provides support for the Board of Directors and all of its committees and their activities.

- ❑ Supports the board in setting, clarifying, and evaluating organizational goals and objectives, including implementation of a strategic plan.

Required Qualifications:

- ❑ 5+ years experience in a management level position, preferably as an executive director
- ❑ Commitment to social, environmental, and economic justice
- ❑ Management experience in finance, operations and staff/volunteer supervision
- ❑ Strong, vision, leadership and interpersonal skills; ability to manage relationships with board members, donors, funders, and staff
- ❑ Experience with budget development and expense management
- ❑ Experience working directly with youth
- ❑ Excellent communication, including written, public speaking, and presentation skills
- ❑ The ability to juggle multiple competing priorities simultaneously, and boundless enthusiasm and tenacity
- ❑ Appreciation for the relationship between overseas community development and local grassroots community development
- ❑ Comfortable with word processing, spreadsheets and database management
- ❑ Demonstrated ability to provide leadership in fulfilling BNB's commitment to increasing diversity at all levels of our organization

Additional Qualifications:

- ❑ BA/BS degree in a relevant subject
- ❑ Passion for bikes; past or current bike commuter
- ❑ Ability to speak second language, such as Spanish (preferred)
- ❑ Retail or small business management experience

Target start Date: July 21, 2008. Salary range: \$42-55,000. Competitive benefits package. BNB is an equal opportunity employer. For more information about our organization please visit www.bikesnotbombs.org.

Women and people of color especially encouraged to apply.

How to Apply:

Please submit cover letter and resume to:
Bikes Not Bombs Hiring Committee
EDSearch@bikesnotbombs.org
no calls please

Resumes will be considered on a rolling basis.
Application Deadline: May 23, 2008