



Building Business, Building Bikes, Creating Opportunity

EXECUTIVE DIRECTOR

Position Description: To lead Gearin' up, a Washington, D.C. based non-profit community bicycle shop with a stated mission to provide career development and teach essential workplace skills to underserved youth while addressing transportation equity issues at a grass roots level. To ensure effective and innovative program implementation; manage staff and volunteers of all ages; oversee healthy fiscal operations; spearhead fundraising and event management; and lead outreach and marketing efforts.

RESPONSIBILITIES

Program Implementation: Provides a clear vision and strategic plan with established measurable goals to ensure Gearin' up Bicycles serves the local community with an effective and sustainable career and youth development program tailored to underserved people ages 16 to 23. Oversees all functions of the program and ensures its success through program metrics for presentation to the Board of Directors and other stakeholders.

Operations & Personnel: Recruits, manages, and motivates a strong staff team that includes a Shop Manager, Program Coordinator, Program Assistant, and full-time mechanics. Works to ensure organizational processes and practices reflect nonprofit standards of excellence. Supports the Shop Manager to facilitate the bike shop being a safe, clean, and well-organized space for youth, volunteers, and patrons. Ensures staff is well-resourced with supplies and equipment to be effective and productive in carrying out their responsibilities.

Fiscal Management: Provides strategic financial input to the Board of Directors in developing and implementing the organizational budget to ensure Gearin' up Bicycles is fiscally sound. Manages income and expenditure, through responsible implementation of policies, practices, and decisions, in order to achieve organizational objectives effectively and efficiently. Oversees the overall accounting process, ensuring all financial operations are tracked and recorded accurately and in a timely manner in financial management systems. Monitors stewardship of all funder resources and uses budget to plan development activities.

Fundraising & Events Management: Oversees all aspects of fundraising, formulating and implementing an annual development plan that will succeed in funding organizational priorities. Organizes and executes major fundraising events annually. Actively seeks to grow and diversify the donor base through outreach, cultivation, and stewardship. Researches and writes grants to fund general operating and program needs. Ensures donor records are accurate and maintained in Salesforce.

Outreach & Marketing: Works to raise the visibility of the organization through outreach events, online marketing, communications, and media. Develops and implements an outreach strategy to recruit and retain youth participants and adult volunteers. Cultivates relationships with government officials, educators, business leaders, and civic organizations to maintain and grow support for the organization's mission. Ensures website and social media are kept up-to-date and active with upcoming activities and success stories.

Preferred Qualifications:

- Significant (5-10 years) experience in nonprofit and/or small business management

- Experience working with youth programs and/or knowledge of youth development and program management best practices
- Experience with financial management and/or accounting principles
- Professional fundraising skills, including grant writing experience
- Experience leading and managing staff, including volunteers
- Knowledge of Washington, DC and surrounding communities a plus
- Experience with bike repair and passion for cycling a plus

SALARY & BENEFITS

\$60,000-\$65,000 annual salary

15 Days Paid Time Off, in addition to Federal Holidays

Group Health Insurance

PROFESSIONAL LEVEL:

Managerial

MINIMUM EDUCATION REQUIRED:

4-year degree (Bachelor's Degree)

HOW TO APPLY

To apply, please send a short cover letter and resume (attached in PDF or Word format), by noon, Monday, November 15 to HR@gearinupbicycles.org For more information about Gearin' up Bicycles, visit www.gearinupbicycles.org