



Los Angeles County Bicycle Coalition
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Los Angeles County Bicycle Coalition Executive Director Job Description

Are you a strong leader who has taken an organization to the next level? Do you share our love for bicycling and Los Angeles, separately and together: the freedom of two wheels and the complex and exciting reality of one of the world's most vibrant urban regions? Do you believe that everyone -- of every race, income, gender, and nationality -- deserves the right to travel safely on our streets? Are you comfortable with the ins and outs of managing a growing and increasingly sophisticated not-for-profit organization, making sure that all the details are taken care of while keeping an eye for the big picture?

Being the Executive Director means that the buck stops with you: you're the ultimate decision-maker for our staff of nine. You also point the way: you have a strong vision for a better, safer, more bikeable Los Angeles and you work with our staff, board, and members to get us there. You're our main spokesperson, strategist, and facilitator.

Entering our 20th year, Los Angeles County Bicycle Coalition has grown in size and political clout and we're looking for a leader who will direct our team to achieve more for bicycling in LA than we ever have before. Next year will bring a new strategic planning process, to allow you to help shape the future of the LACBC and the entire Los Angeles County.

What You'll Do

The Executive Director (ED) is responsible for the overall management and administration of the organization. This includes advocacy, fundraising, education programs, contracting, finance, human resources, member relations, and external relations, e.g. with government and community partners. The ED performs these duties either directly or by appropriate delegation to staff.

The ED is responsible for strategic direction of the organization. Our [strategic plan](#) identifies our organizational goals through 2017. The ED will work with the existing plan and help facilitate a new strategic planning effort, set to begin in winter 2017. The ED will assess the capacity of the organization to achieve these plans, and work with board and staff to make adjustments as needed. The ED will continue to facilitate staff to achieve the overarching goals of the organization and create an organizational culture that provides bold advocacy to help transform individuals and the county as a whole. As ED, your duties will also include:

Overall Management of the Organization

- Provide clear, effective, and inspiring leadership to the staff and public
- Create and maintain a supportive, effective, and interconnected work environment
- Develop annual work plan and budget consistent with strategic plan
- Oversee human resources, including hiring, termination, benefits, and professional development; plan for necessary growth in staff compensation and staffing levels



- Effectively manage finances and risk, including cash flow, payroll, invoicing, payables, receivables, reporting, annual filings, insurance, and compliance laws
- Ensure racial, social, and economic justice is integrated into every aspect of the organization's work
- Serve as liaison to our board of directors
- Oversee database, accounting, and communication systems

Advancement

- Work with the Deputy Executive Director of Advancement, oversee a comprehensive program to progressively grow the financial resources of the organization
- Engage with members, donors, foundations, corporate sponsors, partner organizations, and others as appropriate
- Fundraising efforts with potential major donors and foundations
- Work closely with development and membership staff to expand our membership and create a foundation of funding to support advocacy efforts
- Support the creation of high-quality organizational communications, including website, blog, email newsletter, social media, and press releases

Advocacy

- Work with the Deputy Executive Director of Advocacy, oversee a comprehensive program to improve the safety and convenience of bicycling throughout Los Angeles County
- Build relationships with elected officials and community partners, including the organization's Local Chapters
- Meet contractual obligations to agencies, fiscal sponsors, and allied organizations
- Identify and support policy and legislative victories for people on bikes
- Work with media outlets to promote these efforts as the voice of the organization

You serve as the main spokesperson for the organization, and seek out opportunities for public speaking.

Qualifications

- At least five years of nonprofit experience, including two years in senior management
- Demonstrated success with fundraising, including membership, corporate sponsorship, major donors, and grants
- Ability to effectively manage budgets, resources, and multiple complex projects
- Proven leadership, organizational, planning, and supervision skills
- Excellent written and oral communication skills, including public speaking
- Sound organizational and time management skills
- Proven track record of developing and maintaining positive working relationships with staff, members, donors, clients, partners, and the public
- Keen judgment to effectively prioritize work in a fast-paced environment
- A passion for bicycling and improving street safety



Desired Attributes

- An advanced degree in urban planning, transportation, public administration, management, or law
- Knowledge of bicycle planning and policy best practices at the local, state, and national levels
- Experience working with legislators and government officials
- Ability to communicate in a language other than English

What You'll Get

You'll get to be at the front of the movement that is making bicycling healthy, safe, and fun in Los Angeles County. You'll have the opportunity to lead a team of sharp and passionate people. You'll have a high degree of autonomy to create the kind of workplace where you and your team can thrive. You'll be at the table with decision makers and community leaders. You will have a hand in transforming Los Angeles at a time of incredibly exciting change.

Salary commensurate with experience, between \$75,000 - \$90,000. Benefits include health insurance, paid vacation, and holidays.

To Apply

Please submit the following to the Search Committee at ED2017@la-bike.org

- Cover letter: include your top priorities for your first year at LACBC and your plan for achieving them (please be brief but thorough!)
- Resume
- Three relevant professional references (To be contacted only with your permission at later stage)

Send a single .pdf with the above in that order, with filename: [Lastname]_LACBC_ED.pdf by Tuesday, August 15, 2017. No calls, please.

LACBC seeks a leader who can integrate racial, social, and economic justice into every aspect of the organization's work. Women, people of color, people with disabilities, and people of queer and trans identities are encouraged to apply.

Los Angeles County Bicycle Coalition is an equal employment opportunity employer and strongly encourages diverse candidates to apply. LACBC does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, when not substantially job-related), citizenship status, or any other basis.