

# Mountain Bike the Tetons Executive Director

Mountain Bike the Tetons seeks an Executive Director to lead our organization in our efforts in trail building, mountain bike advocacy and youth education. We do our work in Teton Valley Idaho and Jackson Hole Wyoming, both sides of the magnificent Teton Range. Since 2013 we've built or rebuilt miles of trail, started a NICA race team, engaged younger riders with our Sprockids program, and advocated for mountain bike access in our communities. We're on a roll, come lead us on.

## ED Job Description:

The Executive Director position is a full-time, salaried position. The ED will provide the leadership and management to successfully develop and implement the strategic goals of MBT, while working alongside a diverse volunteer board of directors and seasonal staff. The ED will be the visible figurehead and positively represent the organization to the community, stakeholders, program participants, agencies, funding entities and at public events. The ED must be a mountain biker and enthusiastic about mountain biking in the Teton Region. The position is funded through donations and grants and thus development is an essential part of the ED's responsibilities. Salary based on experience and an annual performance review.

## ED Responsibilities:

### 1. Program Development

#### a. Fundraising

- Design and implement realistic yet ambitious annual and long-term fundraising strategies and goals
- Ensure that adequate funds are available and prioritized in a manner that permits the organization to carry out its strategic plan
- Organize and execute major annual fundraising campaigns (Trail Fund, Tin Cup and End of Year)
- Successfully involve Board, staff, and others in fundraising campaigns as necessary
- Take a lead role in cultivating and soliciting relationships with individual donors, as well as government, foundation and corporate/business funders
- Assure that funds are disbursed in accordance with contract requirements and donor designations
- Draft and submit grants for relevant program funding according to annual grant-writing plan and schedule and foster and maintain grantor/grantee relations

#### b. Membership:

- Cultivate membership across the Teton Region (Teton Valley and Jackson)
- Implement and carry out member benefits, recruitment and retention activities
- Oversee and organize member/donor database
- Organize volunteers (events, trail days, etc.)

#### c. Youth Programming

- Responsible for hiring and overseeing Sprockids and Summer Camp Program Manager/Coach(es) to run the established Sprockids Program and Mountain Bike Summer Camp

### 2. Infrastructure and Trail Projects

- Execute implementation of trail projects

- Hire and manage a Trail Crew Coordinator who in turn manages the seasonal trail crew, trail building activities and agency interface.
- Maintain and utilize a working knowledge of significant developments and trends in the field of mountain bike trail construction and management including how to work with government agencies to develop new trails, maintain trails and coordinate with land managers and other advocacy groups.
- Oversee the management of all MBT physical assets including tools, vehicles, etc.
- Understand and engage in relevant public trail planning actions (NEPA, FLPMA, EA's, etc.)

### **3. Administration and Management**

- Ensure that MBT achieves its mission and meets or exceeds program goals in regard to both quantity and quality.
- Act as liaison to Board of Directors (coordination of regular meetings, agendas, minutes and reports, strategic plan updates, board committees, and correspondence with Board).
- Daily Operations Management (insurance policies, risk management, office space, equipment needs)
- Financial Management (budget development and oversight, Treasurer consultations, bookkeeper oversight re: processing of bills, financial reports, 1099's and taxes)
- Marketing Management (executive oversight of promotional messaging, website, social media, newsletters, event posters/flyers, logo items)
- Outreach (press releases, coordinate events, grant proposals, membership letters and other outreach materials)
- Organization Spokesperson (provide local media quotes and make presentations to community groups, conferences, etc.)
- Serve as liaison to other advocacy groups at local and regional levels
- Address public inquiries
- Foster and maintain relevant critical relationships with public land management agencies and agency personnel
- Stay current and engage in relevant public policy and planning actions (Forest Planning, Municipal Comprehensive Planning, State and County Planning, etc.)

### **Required Qualifications:**

- Love for mountain biking.
- BA/MA/MPA/MBA and/or equivalent experience.
- Minimum of two years' non-profit leadership experience, working with community groups, volunteers and other nonprofit programs and organizations.
- Strong development and community relations experience.
- Excellent leadership, organizational, planning and supervision skills.
- Excellent interpersonal, listening, oral and written communication, facilitation, conflict resolution, public speaking and presentation skills.
- Ability to communicate effectively with a wide variety of audiences.
- Ability to effectively set and manage budgets, resources and multiple projects.
- Ability to work non-traditional hours (occasional evenings, weekends and holidays).
- Strong computer skills.
- Ability to work independently.

**Desired Qualifications:**

- Experience with youth program management
- Familiarity with bicycle advocacy efforts at state and national levels and knowledge of non-motorized infrastructure, policies and funding.
- Grant-writing experience.
- Experience and/or familiarity working with local and regional governments preferred.
- Understanding and familiarity in working with the US Forest Service, BLM or other Federal Land Management agency personnel