



Interim Executive Director Job Announcement

Bike Walk Montana, a statewide walking, bicycling and rolling advocacy non-profit, is seeking a strongly motivated individual for an interim executive director. They will work alongside the current executive director for six months, at which time, they would be considered for the permanent executive director. Initially this position will be part-time (20-30 hours per week) with the ability to move to full-time as funding allows. Work schedule is flexible and dependent on current needs and critical activities. This is a great opportunity to live in beautiful Montana with world class communities, trails and public lands.

Individuals interested in education, advocacy, creating a safer and more connected Montana, and gaining experience and knowledge of leading a non-profit should apply.

Founded in 2012, Bike Walk Montana's Mission is to make bicycling and walking safe and accessible for all Montanans. BWMT has partnered with individuals, local, state and national organizations, government agencies and has a record of effective advocacy and successful programs and projects. BWMT is uniquely positioned to expand active transportation an integral part of the growing movement in and recognition of the value of walking and bicycling. For more information on Bike Walk Montana, please visit www.BikeWalkMontana.org.

Annual budget: \$40,000 - \$60,000. The BWMT budget is made up of membership and donor support, project and operations grants, event and program income and license plate revenue.

Position

Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for Bike Walk Montana's staff, programs, expansion, and execution of its mission. Key duties include fundraising, marketing, community outreach, building partnerships, and advocating for better state laws and policies.

Responsibilities

Leadership and Management

- Ensure ongoing programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Bike Walk Montana's members, volunteers, board members, committees, partners, and funders.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Lead, coach, and develop Bike Walk Montana staff.

Fundraising & Communications

- Expand revenue generating and fundraising activities to support and expand current program activities.
- Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.

Planning and Programs

- Work with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Implement and enhance programs and activities, including the bi-annual Bike Walk Summit, that carry out Bike Walk Montana’s mission.
- Be active and visible in the community and work closely with other professional, civic and private organizations throughout Montana.
- Work closely with elected officials and state agencies to improve state laws and policies.
- Provide resources and assistance to communities throughout Montana.

Professional Qualifications

The ED will be fully committed to Bike Walk Montana’s mission. The ideal candidate has proven leadership, fundraising, communication, relationship management, and budgeting experience. Experience and other qualifications considered will include:

- Strong fundraising, marketing, and public relations experience with the ability to engage a wide range of members and stakeholders and cultivate members, donors, and sponsors.
- Experience and demonstrable record of effectively leading, developing and creating strategies that have taken an organization to the next stage of growth.
- Commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, set and achieve strategic objectives and manage a budget.
- Past success working with a board of directors with the ability to cultivate existing board relationships.
- Strong written and verbal communication skills; a persuasive and passionate communicator.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Willingness to travel throughout Montana as needed and supported by BWMT objectives and budget.
- Understanding of the political process at the state level.

- Understanding of the benefits of walking, bicycling, and active communities.
- Relevant education, through an accredited institution including college degrees, workshops, conferences and other trainings.

Salary: \$15/hour, vacation and sick leave, unemployment and worker's compensation insurance. Medical insurance stipend of \$450 per month at fulltime employment. Leave and stipend pro-rated for actual hours worked.

Location: Bike Walk Montana's office is in Helena, MT to allow working closely with key state agencies and legislature. Work location in Helena is desired and required during certain times such as the legislature however working remotely within the State of Montana is also an option. Other travel across Montana is required as priorities and funding allow.

Email resume and cover letter to: doug@bikewalkmontana.org . The cover letter should outline your experience and qualifications for the position, specifically fund-raising, non-profit operations and advocacy. These two questions should be answered as well;

- What experience do you have with bicycling and walking and what role does it play in your life?
- Give one specific example of how each of the following bike/ped needs could be addressed: places to walk and bicycle, funding for facilities and education, and education about the laws and being safe on the road

Deadline: Initial consideration of candidates will begin on October 5, 2020. The position will remain open until filled.