

# Bike Edmonton

## Executive Director Job Description



### Who We Are

---

Bike Edmonton is a non-profit society dedicated to making everyday cycling in Edmonton safer and more widespread by providing bicycle services, education, and civic representation. We promote the bicycle as a healthy, economical, and ecologically sound mode of transportation.

### Job Description

---

The Executive Director is responsible for the oversight of the organization reporting to the Board of Directors. Responsibilities include administration, finance, human resources, operations, media, public image and relations. Bike Edmonton is a CUPE unionized worksite.

### Responsibilities

---

#### Strategic Direction and Board Relations

- Ensures programs and projects align with the set by the Board in collaboration with staff, members and stakeholders
- Develops, implements and evaluates with staff an annual operational planning calendar
- Collaboratively determines the annual budget with revenue and expense projections based on input from the Board and staff
- Reports to the Board on key performance progress
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

#### Partnerships and Revenue Generation

- Identify market opportunities and initiate grant, fundraising, sponsorship, and new program development opportunities, subject to the Board's approval
- Provide grant writing oversight to staff
- Work with staff to ensure partnership/membership materials are consistent with Bike Edmonton's strategic direction
- Build relationships and meet with potential program partners, business members, and major donors



### Human Resources

- Oversee and implement appropriate resources to ensure that the operations of the organization are maintained
- Manage a small staff team
- Manage to the collective agreement in consultation with the Board
- Periodically review staffing needs and make recommendations to the Board on changing requirements
- Manage the hiring, evaluation, and retention of competent, qualified staff, in accordance with Alberta Employment Standards, with support from the Board Human Resources Committee
- Practice effective and positive communication with staff

### Operations and Administration

- Responsible for the day-to-day operations of the Society, including financials, and in collaboration with the Board ensures the operations of the Society remain financially sustainable
- Work with staff and bookkeeper to ensure monthly financial statement updates are accurate and reports are provided on time
- Work with staff and bookkeeper to ensure invoices are sent in a timely manner. Review and approve staff requests within the Board approved budget.
- Prepare and sign all statements, agreements, and other instruments on behalf of the Society
- Follow established policies and procedures and contribute to new policy and procedure development
- Ensure all remittances and payroll are completed accurately and on time

### Major Programs and Special Projects

- Oversee planning and execution of all major Bike Edmonton programs
- Ensure the execution of partnership deliverables and special projects in the public, private, and NGO sector; provide updates to the Board

### Media and Communications

- Act, along with the President, as the Society's primary media contact; liaise and build relationships with all categories of media
- Oversee and support staff in writing, reviewing, and distributing all Bike Edmonton electronic and print publications including newsletters, programming, subscriptions, website, and social media content
- Develop and oversee distribution of all press releases to media list and social media, subject to Board's approval

### Advocacy and Government Relations

- Work with staff to build relationships with City of Edmonton staff, elected officials, Business Improvement Areas, Resident Associations, and other not-for-profit groups
- Build relationships with advocacy partners and provide strategic advice
- Oversee Advocacy Committee, strategic direction, and Bike Edmonton position statements
- Review campaigns and programs to ensure alignment with Strategic Plan



---

## Qualifications

---

- Post-secondary education in business, human services, or a related field with a minimum 2 years of senior nonprofit management experience (experience may be used as a substitute to formal education)
- Working knowledge of fundraising best practices, including experience setting and achieving fundraising goals
- Experience building, tracking, and executing an operational plan
- Budget management skills, including budget preparation, analysis, decision-making, and reporting
- Experience related to community and program development, fundraising, and volunteer management
- Ability to manage small teams effectively
- Strong written and oral communication skills, including public speaking
- Strong organizational abilities, including planning, delegating, program development and facilitation, document management, and report writing
- Current knowledge of cycling issues and safety best practices
- Certification related to bike mechanics considered an asset
- Criminal Record Check must be completed every 2 years

---

## Desired Competencies and Knowledge

---

- Experience working with or on a board of directors
- Previous management experience in a union environment
- Experience in working in an environment dedicated to diversity, equity, and inclusion.
- Experience in collaborative leadership
- Experience working for a volunteer nonprofit organization
- Government relations experience

---

## Desired Attributes

---

- Approachable attitude and demeanor
- Strong personal motivation and work ethic
- Capacity for critical and creative thinking
- Willingness to take measured risks
- Strong attention to detail
- Able to work independently, in partnerships, and in team environments

## Working Conditions

---

This position does not follow a standard work week and instead requires a flexible schedule to accommodate day, evening, and weekend hours in order to attend and participate in meetings and outreach activities with community partners, businesses, and events. The majority of work can be completed at home; office equipment and supplies will be provided as needed.



This position has an end date of one year from the date of hire with the possibility for extension based on performance.

Salary is based on the successful applicant's experience and qualifications. Health benefits are available.

## How to Apply

---

Please email your resume and cover letter by August 7, 2022 as a single PDF document to [president@bikeedmonton.ca](mailto:president@bikeedmonton.ca)

Please indicate on the subject line: Executive Director Position – [Your Name];

For Mail:

Andi Eng, Acting President

PO Box 1819 Station Main

Edmonton, AB T5J 2P2

Bike Edmonton values diversity and is committed to equity and inclusion. We encourage applications from individuals who reflect our city's diverse communities.

*We thank all applicants for their interest, however, please be advised that only those selected for an interview will be contacted.*