



## Executive Director Position – Neighborhood Bike Works

### **Position Summary:**

Neighborhood Bike Works (NBW), a nonprofit organization, seeks a full time Executive Director to oversee, develop, and inspire a collaborative vision for NBW's youth and adult programs while also managing NBW's fundraising and administrative systems.

In 2019, NBW completed a strategic plan to refocus efforts on offering more youth programs after relocating to a prominent storefront on Lancaster Avenue in the Mantua neighborhood of West Philadelphia. We came out of our strategic planning process by articulating our core organizational values and committing to achieve the following desired outcomes:

#### **Organizational Values**

- Community
- Access
- Social Justice
- Solidarity
- Learning
- Youth Voice

#### **Desired Outcomes**

- A Safe and Supportive Space
- Engineering Strategies
- Expanding Horizons
- Physical Fitness and Health
- Career Readiness

NBW primarily serves youth of color from low-income communities. We have been using bikes as the hook to engage youth for over 20 years. By learning bike mechanics and exploring the city by bike, young people at NBW build life skills, healthy habits, and gain leadership experience. In addition to our youth programs, NBW provides a community bicycle workshop space for adults, coordinates outreach programs to promote cycling, and operates a retail storefront selling refurbished bicycles, parts, and accessories.

More information regarding NBW can be found at [www.neighborhoodbikeworks.org](http://www.neighborhoodbikeworks.org).

### **Key Responsibilities:**

The Executive Director will be responsible for overseeing an annual budget of \$500,000, and a staff of 5 full time and 3-4 part time/seasonal employees. Maintain fundraising from foundations and individual donors, as well as an ability to generate earned income from NBW's business operations.

#### *Organizational Leadership and Program Development*

- Inspire staff to embody and champion NBW's mission and values.
  - <https://neighborhoodbikeworks.org/mission>
- Work with Youth Program Director and other staff to establish short and long term program goals.



- Support staff development and accountability, innovation, and a spirit of collaboration within NBW's staff and among NBW's partners.
- Build strong relationships with community members and strategic partners.
- Report to, interact with, and support NBW's Board of Directors; act as liaison between Board and staff.

#### *Development and Communications*

- Produce annual fundraising plans to strengthen and diversify NBW's income streams, including foundation grants, corporate gifts, and individual and major donations.
- Work with Director of Operations and Program Director to manage foundation relationships.
- Develop and guide implementation of NBW's communications strategies.
- Represent NBW at public events, ensuring a visible and relevant presence in community and citywide affairs.
- Lead communication with donor contacts, cultivate donor prospects, and develop major donor program.
- Support, engage, and collaborate with NBW Board on fundraising.

#### *Financial Management and HR Oversight*

- Prepare and manage annual operating budgets.
- Oversee and support NBW's earned income streams through Bike Church, Mel's Community Bike Shop, Summer Program, and Adult Repair Classes.
- Oversee financial management system, work in partnership with NBW's Finance Committee to provide fiscal oversight, and provide financial reports to Board.
- Ensure compliance with local, state, and federal laws, and ensure timely completion of NBW's annual audit.
- Ensure compliance with NBW's personnel policies and federal and state labor laws.

#### **Qualifications:**

The ideal Executive Director candidate will have a passion for the mission, values, and work of NBW, nonprofit management and leadership experience, a history of building strong rapport with staff and Board members, and a strong background in fundraising and financial management skills. Background and knowledge of social justice work, community organizing, positive youth development, and Philadelphia's cycling and nonprofit networks is strongly preferred.

#### **Additional Qualifications:**

- Substantial experience in direct management within a nonprofit setting.
- Fundraising experience, such as with grant development, planned giving, major gifts, and direct mail appeals.
- Ability to lead and manage staff, delegate tasks, and develop reciprocal trust with staff.
- Experience with youth development programs in Philadelphia.
- Excellent writing and public speaking skills, as well as the ability to articulate issues affecting the youth NBW serves.
- Excellent interpersonal, press, and public relations skills.



- Understanding of nonprofit financial management and bookkeeping.
- Comfort with using Google Drive and Documents.
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance required.

**Application Process:**

This position is scheduled to begin in Fall 2019 with some flexibility, if necessary. Salary will be commensurate with experience. Please **email a resume, cover letter, and salary requirements** to [blake@neighborhoodbikeworks.org](mailto:blake@neighborhoodbikeworks.org). We are an Equal Opportunity Employer and actively seek staff members who reflect the community we serve.