



Executive Director Job Posting/Job Description

At Open Roads Bike Program, we believe that Adults + Youth + Bikes + Heart make our program possible. Founded in 2009, Open Roads Bike Program is a youth development program that teaches social skills and bike mechanic skills to youth in our community. More information can be found at www.openroadsbike.org.

The Open Roads Bike Program is involved in the Kalamazoo community in many ways. Our programs include:

- Earn-a-Bike: A 6 to 8 week program where youth and teens earn a bicycle, helmet, lock, t-shirt, and certificate.
- Fixapalooza: A pop-up bike repair clinic workshop in various neighborhoods throughout the summertime.
- Apprenticeship: A paid vocational skills opportunity for teens to learn how to run a bike shop.
- Youth Advisory Board: A paid leadership opportunity for teens to help guide and advise Open Roads.

This position is based out of Kalamazoo, Michigan – a relatively larger Michigan city with a small-town feel and a diverse community. Kalamazoo has a superb art scene, great local music, exceptional eateries, and bike-friendly trails. It is the home of Western Michigan University, a very popular farmer’s market, and many breweries including Bell’s and Arcadia. From Kalamazoo you can reach Lake Michigan in 40 minutes, Chicago in two hours, or Grand Rapids in an hour.

Description:

This job includes the responsibility of managing and overseeing operations of the Open Roads program. A knowledge of program management, organizational development, and youth development are required.

Oversee Programs & Events

- Ensure all program have adequate staffing
- Attend programs to observe and provide support
- Ensure all data is up to date
- Communicate with partner sites regarding programs
- Evaluate the effectiveness of curriculum and stay current about research/trends about new curriculum that could be used.

Sales

- Oversee sales and service operations.
- Manage and support Program Manager to ensure that all sales and repairs have been complete.
- Ensure that all sales/repairs have been recorded and data is accurately maintained.

Communications

- Attend all monthly board meetings.
- Prepare Executive Director Report for board on a monthly basis.
- Assist in preparing print and electronic materials for the public.
- Ensure that board is fully informed of events and changes in organization.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Represent organization in all media relations by participating in interviews, developing press releases and all other media type engagements.
- Create regular email newsletter.
- Use social media to share information with public about events and programs

Staffing and Staff Support

- Recruit, interview, and hire all staff.
- Hold monthly staff meeting.
- Ensure that all staff and volunteers are sufficiently trained.
- Provide staff feedback about performance after the first 90 days of staff employment and on a yearly basis.
- Complete annual staff surveys and create performance goals as needed.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Provide staff and volunteers with ongoing recognition and support.

- Hold volunteer recognition events as needed.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people

Long Term Planning and Visioning

- Review mission and long range plan to ensure that goals and objectives are being carried out according to mission.

Grant Management

- Collaborate with Program Manager to provide data for grant reports.
- Write grants and grant reports (with assistance from Program Manager).

Financial and Management

- Create Annual Budget (with assistance and approval from board).
- Manage Annual Budget (Track expenses and income and provide to Treasurer).
- Be responsible for developing and maintaining sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Lead organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support board-approved investments and risk-taking.
- Coordinate with Payroll services and treasurer to ensure payments are provided to staff.
- Provide tax forms to staff.
- Work with the staff and the board in preparing a budget; see that the organization operates within budget guidelines.
- Assist in preparation for fundraising events and communications.

Minimum Requirements:

- Bachelor's Degree
- Experience volunteering or working with a non-profit
- Must be able to relocate to the area

Amount of Time: Full Time, 40 hours/week

Salary: To be determined, based on experience

Please send resume and cover letter to Susan Wilson at: susan.wilson@stryker.com