



# Position Description

<b>Job title</b>	Executive Director
<b>Reports to</b>	Bike Walk Wichita Board of Directors

## **Job purpose**

Bike Walk Wichita seeks a compelling leader with outstanding organization-building skills to develop staff positions that support volunteer-led efforts. The successful candidate will be a key spokesperson for the organization and will develop and maintain relationships with donors and stakeholders. He or she must be a clear communicator, a skilled and effective consensus builder, experienced with volunteer engagement, and will be comfortable with community outreach.

The Executive Director reports to the Board of Directors, and will oversee the strategic planning process and ensure programming and efforts support the mission and established goals. The selected candidate will have ultimate responsibility for day-to-day operations, staff management, board engagement, and grant management. The successful candidate will have the experience and track record to lead the organization to meet and exceed its goals. The preferred candidate will be an active volunteer, familiar with Bike Walk Wichita culture and practices.

## **Duties and responsibilities**

- Manage grants received; ensuring goals and reporting are completed on time.
- Create and retain revenue streams from grants, sponsorships and donors. Needs to be comfortable managing data in SalesForce.
- Monitor and help the Board implement BWV's Annual Fundraising Plan
- Monitor BWV's budget in accordance with strategic and operational plans.
- Prepare materials and prep workgroups for monthly meetings.
- Ensure workgroups and programs develop and track evaluation measures.
- Develop and maintain collaborative relationships with other groups and organizations whose missions align with Bike Walk Wichita in order to maximize programming, opportunities and financial support.
- Ensure communications are timely and reflect the mission and goals of Bike Walk Wichita; represent the organization at public events, media events, conferences and workshops.
- Uphold Bike Walk Wichita values, such as: inclusiveness, empowerment, shared leadership, social justice

## **Minimum Qualifications**

- Bachelor's degree in public administration, nonprofit management or related field or related experience.
- Four years of demonstrated management/leadership experience.
- Two years volunteering with Bike Walk Wichita.
- Demonstrated success in organizational planning and financial management.
- Experience supervising staff and volunteers.

- Two years experience with planning and implementing policies, systems and environment strategies at the local level.
- Experience in community organizing and volunteer leadership.
- Proven success in obtaining grant funding and fundraising.
- Proficient in use of computer and basic software application; experience with Salesforce preferred.
- Experience with event planning and group collaborations.
- Experience with Wordpress, MailChimp, Google tools preferred.
- Must be available during the week, evenings, and on weekends, as needed.

### **Personal Attributes**

- A love of biking and walking and a passion for improving biking and walking for all residents.
- Accepting of all cultures, ethnicities, sexual orientation and social status.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information, and to make appropriate and timely decisions.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- High level of integrity, diplomacy and initiative.

### **Working Conditions**

The position will be located at Bike Walk Wichita headquarters, 131 S. Laura Street, Wichita, Kansas. The position will be expected to maintain set office hours at Bike Walk Wichita headquarters.

### **Direct reports**

Volunteer Coordinator  
Administrative Assistant

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**Approved by:** Bike Walk Wichita Board of Directors  
**Date approved:**  
**Reviewed:**