



# Ride Illinois

## POSITION DESCRIPTION EXECUTIVE DIRECTOR

### The Organization

Founded in 1992, Ride Illinois is a nonprofit 501(c)3 organization dedicated to making biking safe and accessible for everyone in Illinois. We encourage bicycling, promote safety education, and advocate for bike-friendly road conditions and infrastructure. We work with local, regional, and state level decision makers to encourage investments in bicycling, influence transportation policies, and propose legislation that protect cyclists' rights on the road. By doing so, we are helping create active, healthy, and sustainable communities in Illinois.

Along with our advocacy and education work, we also organize the Illinois Bike Summit, a conference for professionals and advocates, and the Grand Illinois Bike Tour, our annual fundraising ride. We are a membership based organization with an annual operating budget of \$350,000. Our organization currently does not have a central office, and all staff reside in Illinois and work remotely from their home offices.

### The Position

We are looking for a strong, passionate leader who can take our organization to the next level. The ideal candidate is an experienced, effective administrator with a strong belief in our mission, who will significantly grow the organization's membership.

Reporting to the Board of Directors, the Executive Director (ED) provides strategic leadership and is responsible for the overall management, administration, and financial health of the organization. This includes advocacy, education, membership, fundraising, events, budgeting, staffing, communications and media relations, and other external relations, e.g. with government and community partners at the local, regional, state, and national levels. The ED performs these duties either directly or by appropriate delegation to staff.

The ED is also responsible for executing the strategic direction of the organization approved by the Board. Our current strategic plan identifies organizational goals through 2020. The ED will assess the capacity of the organization to achieve these plans, and work with board and staff to execute and/or make adjustments to the plan as needed.

### Key Responsibilities

#### Overall Management

- Supervise, lead, and develop staff that all work remotely from home offices (currently 1 full-time, 3 part-time staff members)
- Report to and assist the Board of Directors with governance issues
- Create and effectively manage an annual operating budget and work plans consistent with the strategic plan
- Oversee all internal database, accounting, and communications systems

## Advancement

- Drive financial growth of the organization through membership, fundraising events, grants, and other development activities
- Work with part-time staff to prioritize and oversee all development and membership activities
- Maintain and enhance the organization's public image as a key spokesperson for the organization as well as support the creation of high-quality member, media, and outreach communications

## Advocacy and Programs

- Work closely with the Chief Programs Officer to establish and help implement effective bicycle advocacy and education programs
- Develop and maintain relationships with local bicycle advocacy organizations, government entities, and other potential partners to maximize program delivery and opportunities

## **Qualifications**

- At least 3-5 years of senior management experience in the nonprofit sector, including managing staff and working with a Board of Directors preferred
- A successful track record in fundraising, including membership, corporate sponsorship, major donors, and grants
- Knowledge of nonprofit finance, including experience with budget preparation and financial reporting
- Ability to effectively manage resources, prioritize, and execute programs and projects within budget
- Strong written and verbal communication skills
- High level of integrity, initiative, and ability to work independently and effectively from home office
- Experience representing an organization with the media and general public
- A love of bicycling and commitment to our mission to promote and improve bicycle safety and accessibility throughout the state
- Must reside in Illinois
- Ability to travel for meetings, located within the Chicagoland area as well as other locations around the state

## **Compensation**

Salary commensurate with experience, between \$70,000 - \$85,000. Benefits include paid vacation and holidays. Other benefits (e.g. health insurance and retirement plan) are not available.

## **How to Apply**

Email a resume and cover letter to [jobs@rideillinois.org](mailto:jobs@rideillinois.org). Your cover letter should specifically address the responsibilities and qualifications identified above and should display your written communication skills.

**Learn more about Ride Illinois at [www.rideillinois.org](http://www.rideillinois.org).**