



4845 Pearl East Circle, Suite 101  
Boulder, CO 80301  
www.tmalouf.com  
BOULDER DENVER SCOTTSDALE

## POSITION DESCRIPTION



### EXECUTIVE DIRECTOR BICYCLE FEDERATION OF WISCONSIN

**The Organization.** The “[Wisconsin Bike Fed](#)” is one of most visible and vibrant state bicycle advocacy organizations in the nation. Founded 25 years ago, the organization is a 501c3 non-profit, whose vision is to help make Wisconsin one of the best places in the world to ride a bike. The Bike Fed has made great strides in recent years to move bicycling forward in Wisconsin through education, legislation and community involvement.

For additional color and insight into the organization, please enjoy viewing these issues of [Bike Fed Magazine](#) (password: “executive”).

#### **The Position: Executive Director.**

The Wisconsin Bike Fed seeks a compelling leader with outstanding organization-building skills and solid general management background. The successful candidate will be the key spokesperson for the organization, and will be the person who develops and maintains relationships with donors and stakeholders. He or she must be a clear communicator, a skilled and effective consensus builder, and will be comfortable in community outreach.



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The Executive Director reports to the Board of Directors, and will work with the Board to develop the long-term strategic plan for the organization. The selected candidate will have ultimate responsibility for day-to-day operations, financial health of the organization, staff management, advocacy and education programs, and public image. The successful candidate will have the experience and track record to lead the organization to meet and exceed its goals.

### **Position Responsibilities:**

- Collaborate with the Board of Directors to prepare and implement the organization's long-term strategic plan and policy decisions.
- Create and retain revenue streams from grants, sponsorships and memberships.
- Create and manage an annual budget in accordance with strategic and operational plans.
- Monitor and ensure a positive fiscal condition; report any problematic conditions to Board leadership with recommendations.
- Strong and attentive leadership of dedicated, passionate staff, currently 13 people.
- Effectively manage staff in two separate offices, 75 miles apart.
- Research and implement upgraded benefits package for staff.
- Recruit, supervise and develop staff; maintain a positive work environment; evaluate and carry out sound human resources policies.
- Research and implement state-of-the-art systems for tracking information and keeping records.
- Provide recommendations to the Board of Directors and any committees and staff to enable timely and responsive decision-making.
- Provide leadership and assistance in board recruitment and board development.
- Develop and maintain collaborative relationships with other groups and organizations whose missions interrelate with the Bike Fed in order to maximize program delivery opportunities and financial support.
- Position the organization and its programs to maximize fund development opportunities.
- Solicit donors and develop community, corporate, governmental and other sectors in support of fundraising goals.
- Establish, manage and assist in efforts to augment advocacy, including public policy.



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- Serve as a spokesperson for the organization to the public; ensure that written and verbal communication about the organization reflects its mission and goals; represent the organization at public events, media events, conferences and workshops.
- Maintain compliance with applicable regulations and laws.
- Design and manage methods with staff to evaluate programs regularly.

#### **Minimum Requirements:**

- Bachelors degree in business or public administration or related field; Masters degree preferred. Related equivalent experience will be taken into consideration.
- Five years of demonstrated general management experience in non-profit or business management position.
- Experience managing a membership organization preferred.
- At least some marketing background is desirable.
- Demonstrated success in organizational planning, budgeting and financial management.
- Experience supervising professional staff and volunteers.
- Experience working directly with Board of Directors.
- Proven success in fundraising in the non-profit sector.
- Knowledge of applicable human resource laws and regulations.
- Proficiency in use of computer and basic software applications.

#### **Personal Attributes:**

- A love of bicycling and a passion for creating bicycle-friendly communities.
- Ability to work independently.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information, and to make appropriate and timely decisions.
- Ability to anticipate, identify and analyze programs, funding support and other growth opportunities.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- Ability to fulfill work assignments in evenings and weekends; and to travel as required.
- Smart and personally persuasive.
- High level of integrity, diplomacy and initiative.



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**Working Conditions:**

- The position will be located in either Madison or Milwaukee, Wisconsin.
- Statewide and national travel required, estimated at 30%, much of it one-day trips.
- Possession of valid driver's license and use of personal insured vehicle required.
- High level of public contact.
- High volume of work and tight deadlines.

**Relocation:** This is a national search. Relocation assistance will be provided, if relocation is required.

**Compensation:** A very competitive base salary plus benefits will be provided to the successful candidate.

*How to apply:*

*Send resume and cover letter to [info@tmalouf.com](mailto:info@tmalouf.com)  
T. Malouf & Company is a retained executive search firm.*