



**Job Title:** Deputy Director  
**Department:** Education  
**Supervisor:** Sarah Clark Stuart  
**Status:** Exempt, Full Time  
**Salary:** \$70,000-\$75,000  
**Expected Start Date:** 7/5/2021

## **WHO WE ARE LOOKING FOR**

The Deputy Director is responsible for supervising the development and execution of all education programs, and managing the writing, reporting and delivery of grant and/or contract projects. They are charged with overseeing BCGP's education programs and supervising staff (including adult education classes, Better Bike Share Partnership, Bicycle Coalition Youth Cycling, Bike Nice, Folx N Spokes PHL), share resources, and expand awareness of the work happening around the region. They are also charged with fundraising for these programs, including but not limited to foundations, major donors and agency contracts. The Deputy Director will report to the Executive Director and serve as a member of the management team. The ideal candidate is a well-organized, detail-oriented, and resourceful individual with strong communication skills who enjoys a workplace that is fast-paced and varied. The Deputy Director must be able to communicate effectively both verbally and in writing to help the organization to achieve its goals.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership**

- Collaborate with colleagues to solve problems with programming, budgeting, and scheduling.
- Explore expansion options for BCGP's education and organizing work and propose new initiatives, projects, and funding sources.
- Develop, plan, promote, implement, and evaluate a wide-range of education, and organizing-related events and programs.
- Measure and track program impact, performance, relevancy, and effectiveness of assigned programs for reports to foundations and Strategic Plan tracking.
- Ensure that various parts of the department are working together and integrating the different components of our programs' work.
- Keep up-to-date on local, regional and national policies and trends regarding bicycle education.

## **Contract Work and Funding Opportunities**

- Respond to and meet with lead organizations regarding new contracts and work deliverables for existing contracts.
- Organize, recruit and manage BCGP staff and interns to assist with work deliverables.
- Research, write, and report on programmatic grants. Compile monthly reports, while managing contract metrics and goals.
- Support program data collection and oversee program data analysis.

## **Organizational Teamwork**

- Oversee development and execution of BCYC, BBSP, Bike Nice, Folx n Spokes PHL and all education programming.
- Respond quickly to emails, attend regular staff meetings, and keep regular records.
- Facilitate board meetings, and support staff retreats, and conferences as requested.
- Respond to requests from your supervisor for special projects, as needed.
- Lead the majority of grant writing efforts with an annual goal of securing \$150,000 for various programs and initiatives.
- Participate in fundraising efforts for the organization, to sustain this position, and to grow the education department.
- Work as a team player to fulfill the mission and goals of the Bicycle Coalition of Greater Philadelphia.
- Other responsibilities as assigned: i.e. project management

## **Knowledge, Skills, and Abilities**

- 5-7 years of experience in education, non-profit management, or a combination; experience in grant writing, data analysis, supporting events and managing multiple priorities. Ability to ride a bike and teach others.
- Masters Degree in Education, Planning or Organizational Management preferred.
- Basic understanding of BCGP's mission, vision, values, programs and services. Ability to articulate, promote and model the organizational mission, vision and programmatic goals, and strategic plan.
- Ability to tailor messaging and communicate effectively with staff, community members, other non-profits, media outlets, employers, government, donors, foundations, etc.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse community partners and members of the public.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Commitment to quality programs and data-driven program evaluation.
- Ability to effectively manage competing priorities and multiple tasks.
- Ability to use a variety of common software programs including Salesforce, Microsoft Office, G Suites, and social media platforms.
- Experience in personnel and project non-profit management and meeting facilitation.
- Problem solving skills, creativity, flexibility and self-motivation.
- Ability to recruit, motivate and structure work for volunteers.
- Valid Driver's License and ability to lift upwards of 50 lbs.
- Experience riding a bicycle for transportation.
- Fluency in a second language is preferred.
- Willingness to work after hours and weekends when necessary and ability to work independently.

## QUALIFICATIONS

- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and Teams), Adobe Acrobat, and virtual meeting platforms such as (Zoom, WebEx, and GoToMeeting) as well as the ability to learn new systems relevant to the Network including Salesforce, Apsona, Pardot, and others as relevant.
- Experience riding a bicycle for transportation or recreation.
- Ability to effectively manage competing priorities and multiple tasks.
- Ability to set annual goals and objectives and proven ability to meet goals.
- Outstanding organizing, stewardship and relationship management skills.
- A professionally-aligned appearance and manner when meeting with stakeholders. The Bicycle Coalition fosters a casual and expressive office environment and welcomes casual attire in the workplace.
- Ability to complete work in an unstructured and informal environment with limited supervision.
- Problem solving skills, creativity, flexibility and self-motivation.
- A strong commitment to the Bicycle Coalition's mission and values.
- Willingness to adhere to all COVID-19 precautions.
- **Individuals who identify as Black, Indigenous, or Person of Color strongly encouraged to apply.**

## HOW TO APPLY

All interested candidates should send the following to [search@bicyclecoalition.org](mailto:search@bicyclecoalition.org)

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the Deputy Director role. Be sure to relay your story in addition to your professional attributes.
- Three professional references.
- Clearances will be requested as the hiring process proceeds.
- Email subject should read: "[last name] Deputy Director Application".
- Applications will be accepted and reviewed on a first come first serve rolling basis.
- **Applications received by May 21, 2021 will be prioritized.**

We thank all applicants; we will contact only those selected for an interview.

*The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*