



EXECUTIVE DIRECTOR, Bicycle Coalition of Greater Philadelphia

Salary & Benefits:

- \$115,000-\$125,000 annually
- The Bicycle Coalition's Core Values include *Pursue Balance* and *Have Fun!* We know the road to victory is long. We will balance work while having plenty of time for family, friends, and joyful bike rides. In order to reach that goal we offer the following:
 - Hybrid & Flexible Work Schedule: Our full team is currently expected to work in our Center City office Tuesday through Thursday with the option to work remotely on Monday and Friday.
 - Generous PTO (10 days per year), Vacation (15 days a year for new employees, increases to 20 days a year after 2 years) and Paid Holidays (13 days). In addition, the office is closed and everyone is off for 1 week at the end of December.
 - Health and Dental Insurance
 - Employer-matched Retirement

ABOUT THE BICYCLE COALITION

The Bicycle Coalition of Greater Philadelphia (BCGP) is a dynamic and growing organization leading the movement to make bicycling a safe and fun way to get around for anyone in Greater Philadelphia. BCGP programs range from advocacy for the Circuit Trails, Vision Zero and safe biking infrastructure, to our Signature Events including Bike Month and Bike to Work and Wherever Day, to our education programs including the Bicycle Coalition Youth Cycling Program, Better Bike Share Partnership, and Neighborhood Bike Hubs. The Executive Director will join BCGP at an exciting time as we begin to implement our new [Strategic Roadmap 2023-2028](#) that centers equity across the organization.

The Executive Director is responsible for leading a staff of 15 full time employees in our Center City office and satellite office in Fairmount Park. The Executive Director is also responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising and community outreach. The position reports directly to the Board of Directors and this position hires, trains, and supervises the Development Director, Director of Finance & Operations, Deputy Director and Policy Director.

DUTIES AND RESPONSIBILITIES

Leadership & Management:

- Lead the organization to bring the new [Strategic Roadmap 2023-2028](#) and [Equity Commitments](#) to life .



- Ensure ongoing programmatic excellence through program evaluation, and consistent quality of finance and administration, fundraising, and communications; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize the Bicycle Coalition board members, event committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Lead, coach, develop, and retain BCGP's high-performance senior management team.

Fundraising & Communications:

- Sustain and expand revenue generating and fundraising activities to support existing and new program operations and sustainability.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of maintaining our strong brand.
- Use external presence and relationships to garner new opportunities.
- Create and maintain relationships with large donors and major foundations.

Policy, Planning & New Business:

- Build partnerships in new markets, establishing relationships with funders and political and community leaders in each county.
- Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of the organization as a method of growing our membership base.
- Keep up-to-date on local, regional and national policies and trends regarding bicycling.
- Complement the Policy Team on advocacy issues and relationships with leadership in government and civic organizations as necessary.

Qualifications

The ED will be thoroughly committed to BCGP's mission. Candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Significant senior management experience; track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Commitment to diversity, equity, and inclusion.



- Ability to tailor messaging and communicate effectively with staff, community members, other non-profits, media outlets, employers, government and elected officials, donors, foundations, etc.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of coworkers, external business partners, and the community.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to effectively manage competing priorities and multiple tasks.
- Outstanding stewardship and relationship management skills.
- Experience riding a bicycle for transportation or recreation.
- Having extensive familiarity with the surrounding PA and NJ counties of Philadelphia (preferred).
- Willingness to adhere to all COVID-19 precautions.
- **Individuals who identify as Black, Indigenous, or Person of Color are strongly encouraged to apply.**

HOW TO APPLY

All interested candidates should send the following to 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 Executive Director role. Send this as a separate document attached to the email. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: “[last name] Executive Director Application”.

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.