

Tulsa Bike Share, Inc.

Executive Director Job Description

Tulsa Bike Share, Inc. (d/b/a This Machine) is a Tulsa-based 501(c)(3) nonprofit with the mission of transforming the Tulsa community by providing a high quality, convenient, and affordable bicycle transit system that connects people to places where they live, work, and play.

Overview of the Position

The Executive Director provides visionary leadership for Tulsa Bike Share. The Executive Director is responsible for fundraising, operations, planning, and day-to-day management, ensuring the organization continues to develop sustainable practices and responds to the needs of the community while providing a high quality, convenient, and affordable bicycle transit system.

Duties and Responsibilities

Fundraising

1. Research diverse funding sources for operations and capital
2. Establish and maintain relations with public and private entities to increase awareness of Tulsa Bike Share and generate sponsorships and grant funding
3. Submit proposals for grants, maintain fundraising records, and monitor the ongoing status of grants received
4. Follow all grant documentation requirements as well as executing grant requirements and/or delegate and clearly communicating tasks for grants to the rest of the team
5. Coordinate with the Board of Directors and appropriate Board Committees towards designing and executing a strategic fundraising plan

Programs and Operations

1. Provide leadership and work in conjunction with operations coordinator and operational staff to ensure proper maintenance of the bike share system and customer satisfaction
2. Maintain and advance a healthy, diverse, inclusive and positive workplace with an environment of trust
3. Oversee and administer operational contracts with vendors
4. Maintain proper data tracking on system use
5. Work with local jurisdictions to facilitate planning and permitting processes and advocate for the inclusion of bike sharing in local plans, priorities, and policies

Financial Management

1. Create and maintain an annual budget in collaboration with the Board of Directors

2. Work with the contracted bookkeeper and Board Treasurer to keep accurate and up-to-date records of all financial activity
3. Work with the contracted bookkeeper to ensure timely payment of bills and timely submission of payroll and all requires state and federal tax returns

Communications and Outreach

1. Serve as primary spokesperson to publicize and promote the missions and activities of Tulsa Bike Share
2. Create and maintain working relationships with partners and affiliates of Tulsa Bike Share and other community stakeholders
3. Represent the mission, values, and activities of Tulsa Bike Share to the general public
4. Oversee the marketing and promotion strategies as related to the delivery of programs, products, and services
5. Curate and execute tailored sponsorship packets and partnership contracts

Board and Organizational Development

1. Provide regular reports to the Board on operational and financial performance and external factors affecting the organization
2. Attend all Board and Committee meetings
3. Prepare an Annual Report of activities, plans, and finances for distribution to community partners and the Board of Directors

Other Duties as Assigned

Requirements

1. Bachelor's degree in Nonprofit Management, Organizational Leadership, Marketing, Business Administration or related field, or equivalent combination of education and experience
2. Minimum five years' experience managing either complex projects or senior leader in a small to medium organization
3. Able to work some nighttime and weekend community events
4. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
5. While performing the duties of the Executive Director they are regularly required to stoop, kneel, crouch, or crawl. They are occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job

include close vision, color vision, depth perception, and the ability to adjust focus 6. This position requires a valid driver's license

Desirable Skills

1. Strong leadership, both internally of staff and externally with community partners
2. Ability to manage a financially viable and sustainable organization while successfully generating diverse revenue streams
3. Passion for bikes as a form of transportation and recreation
4. Experience developing partnerships among community-based organizations, other non-profit organizations, and private sector entities.
5. Experience working with local governments.

Tulsa Bike share offers competitive salary and benefits. Exact salary is commensurate with experience.

Tulsa Bike share provides equal employment opportunities without regard to age, color, creed, mental or physical disability, marital status, medical condition, national origin, race, religion, sex, gender, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws.

We strongly encourage people from all backgrounds to apply. Submit resumes to: employment@thismachinetulsa.org