

EXECUTIVE DIRECTOR

Capital Bike is seeking a leader with outstanding organizational, management, and community building skills to fill the position of Executive Director.

We are:

Capital Bike is a non-profit charity that aims to help get more people biking, more places, more often in the Capital Region. Through events, education, and advocacy, we work to get more people travelling by bike leading to healthier, happier, and more connected communities.

Capital Bike is one of Canada's leading cycling organizations. Since 2019, it has seen tremendous growth in programming, staffing, and capacity. With a diverse and highly-qualified Board and a comprehensive 5-year strategic Plan, Capital Bike is ideally positioned to meet the increasing demand for transportation services in the Capital Region.

Purpose of the role:

The Executive Director position is the senior employee of our organization, reporting to a volunteer Board of the society and responsible for implementation and oversight of all of Capital Bike's programs, directing a staff of 5-8 people.

Capital Bike seeks a visionary leader to form and maintain partnerships, to grow funding and capacity to advance Capital Bike's mission to create a sustainable community where active transportation is a safe, healthy, fun, and normal everyday activity.

Key Responsibilities:

Strategic:

- Implement Capital Bike's strategic plan
- Develop and facilitate staff in program planning and delivery programs
- Develop strategic and business plans to deliver on operational goals
- Act as a spokesperson for the Society and conduct official correspondence on behalf of the Society
- Develop and maintain strong community collaborations, connections, and partnerships, including relationships with governments, organizations, First Nations, donors, and sponsors

Operational:

- Provide organizational leadership and advice to staff, Board, and volunteers by identifying priorities and objectives
- Lead major projects, developed in collaboration with the Board
- Develop and manage budgets for programs
- Write persuasively in developing grants, proposals, and reports
- Implement programs and ensure performance measures are achieved

- Guide and coach an effective team of leaders; Build an effective team of leaders by providing guidance and coaching
- Report to the board on operational activities; ensure Board is informed in decision making
- Monitor and manage internal and external communications
- Approve expenditures within the authority delegated by the Board
- Develop and maintain emergency and crisis plans

Fund Development:

- Work with the Board to implement the organization's Fund Development Plan
- Pursue new funding opportunities to build a sustainable funding model; developing cost models to reflect realistic program delivery and administrative costs
- Seek out and respond to Request for Proposals and grant opportunities
- Assist staff in the development of program sponsorship packages
- Ensure appropriate reports are provided to funders on the results of their funds

Human Resources:

- Manage and address human resource and workplace issues
- Conduct all aspects of employee performance management including: hiring, training, supervising, and review of all staff

Qualifications

- Management experience within a non-profit sector
- Experience working with a Board of Directors or similar structure
- Excellent writing, communications, and presentation skills, ability to connect with varied audiences.
- Strong interpersonal skills
- Demonstrated experience cultivating relationships with partners and stakeholders, including municipalities, First Nations, non-profit organizations, donors, sponsors, and more
- Excellent time management and task prioritization and delegation
- Organizational budget oversight experience
- Proven skills in all aspects of team leadership
- Valid BC Driver's License with clean driver's abstract
- Clean Criminal Record Check

Terms:

This is a full-time, permanent position, reporting directly to the Board of Capital Bike. The salary range is \$62,000.00 to \$75,000.00 depending on ability and previous relevant experience. Extended health, dental, and insurance benefits are available after 3 months of employment.

How to apply:

If you have a desire to work in one of the most dynamic of Victoria's not-for profit charitable organizations, please provide a cover letter and resume in a single PDF document to Niki.sutherland@capitalbike.ca with the subject heading "Executive Director 2024".

This posting will remain open until filled.

Closing Date:

The Board will begin reviewing applications January 8, 2024.

Diversity and Inclusion:

Capital Bike specifically welcome those who self-identify as: Indigenous people, women, members of racialized communities, cultural or ethnic minority group members, persons with disabilities, those among the 2SLGBTQI+ communities, and more.

Capital Bike acknowledges and respects the unceded territories of the lək'wəŋən and W̱SÁNEĆ nations where we work and ride.