



EXECUTIVE DIRECTOR JOB ANNOUNCEMENT APRIL 2022

MT Alpha Cycling is looking to hire an Executive Director (ED) to serve as the primary manager of operations for the organization.

MT Alpha is looking for someone to lead our growing and dynamic women's cycling organization. We are seeking a professional, excited, and motivated person to assist in implementation of our strategic plan, goals, and mission of MT Alpha Cycling. The ED would work closely with MT Alpha's Board of Directors and committees to ensure the successful implementation of the organization mission.

The ED will be thoroughly committed to MT Alpha's mission of growing and developing women's cycling in our community.

Reports to: Board of Directors (Board).

Hours:

Part-time, year-round position with heavier work hours to be completed during the late spring to fall season. We expect that this position would not exceed 520 hours a year

Compensation :\$15,000 per year with incentives to grow the position.

Position Summary:

Works directly with the Board in order to fulfill the organization mission and strategy.

- Responsible for leading MT Alpha Cycling in a manner that supports and guides the organization's mission as defined by the Board of Directors

through programs, events, clinics, strategic planning and community outreach.

- Responsible for communicating effectively with the Board.

Responsible for the enhancement of MT Alpha Cycling's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

Job Responsibilities:

1. Board Management - Report to and work closely with the Board. Work with the Board President to schedule quarterly Board meetings and committee meetings when necessary. The Board of Directors are to be involved in guiding the ED and organization to stay true to the mission of MT Alpha Cycling with policy decisions, increasing the overall visibility of the organization, and helping with facilitation of these decisions as able.

2. Financial - Compiles a proposed annual budget and monthly financial statements, during season, otherwise quarterly, which accurately reflects the financial condition of the organization. Anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3. Fundraising - Assist the board in general fundraising activities. Inspire and cultivate new and existing sponsors and business partner relationships. Help develop other revenue sources by researching and writing grant proposals.

4. Outreach and Communication- Devise and manage local marketing initiatives, including social media posts, e-newsletter, and emails to members. Maintain and update website. Plan and administer community outreach and initiate new collaborations within the Missoula community. Represent MT Alpha at skills clinics, team rides, races, and other cycling events. Provide excellent customer service to existing and potential new members by responding to their needs and addressing their concerns in a timely and accurate manner. Develop and implement innovative techniques to recruit new members.

5. Program and Committee Management: Oversee committees that are responsible for MT Alpha Cycling's programs. These include our group rides, junior programs, skills clinics, trail days, and other social events. Recruit, train,

and support team ride leaders, skills clinic coaches, junior coaches, and other program volunteers.

6. Strategizing -- In conjunction with the BOD, develop and guide a strategic plan to maximize the overall function, reach, and effectiveness of the organization.

Professional Qualifications Required:

- Ability to work independently and identify necessary tasks and execute them.
- Strong sense of self motivation and initiate to see and undertake big picture and micro level organizational needs.
- Excitement and passion to engage and lead an all-female cycling team and is eager to step in to lead and support our mission.
- Knowledge of cycling related events, programs, and culture.
- Knowledge in strategic thinking and planning

Professional Qualifications Preferred

- Educational background and/or experience in related non-profit management.
- Knowledge and experience in fundraising and marketing.
Experience with Weebly and Square, Google Suites, Quickbooks, social media platforms

To Apply

For more information about MT Alpha Cycling please visit:

<https://www.mtalphacycling.org/>

Candidates may submit a resume and cover letter explaining why you are applying to this position and why you believe you would be a good fit to boardmembers@mtalphacycling.org, ATTN: Executive Director, on or before **May 6, 2022**.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status, protected veteran status or any other characteristic protected by law.