

Hawaii Bicycling League

Executive Director

Position Description

The Hawaii Bicycling League is seeking a full time Executive Director. HBL's Executive Director (ED) is the chief operating and administrative officer of the organization, reporting to the HBL Board of Directors.. As such, the Executive Director is responsible for planning, managing and executing all programs and policies undertaken by the organization in fulfillment of HBL's mission.

Primary Duties

- **Strategic:** The HBL Executive Director is the primary strategic officer of the organization, responsible for successfully guiding it towards achievement of its mission.
- **Financial:** Responsible for running a fiscally sound organization, including budgeting, accounting, financial reporting, tax filing, insurance management.
- **Team leadership and management:** Setting staff member objectives and helping them be successful in their roles. This includes hiring, training, motivating and supporting a small multi-tasking team.
- **Membership:** Maintain and build membership by being relevant to a broad range of bicyclists and the community that supports them. Establish membership fee structures and benefits. Guide member interaction and communication strategies.
- **Event Management:** Guide planning and coordinating of HBL events. Provide leadership to staff and volunteers, assure that all events are held safely, are of the intended quality and are financially and operationally successful,
- **Advocacy:** Strategize, lead, and organize actions with the community, City and State administrations, and with elected officials in local, statewide and federal government that improve conditions for bicyclists in terms of both infrastructure and legislation. This will include personally requesting and attending meetings, providing testimony, and encouraging others to do the same.
- **Marketing:** Implement marketing, public relations and social media strategies that support the organization's activities and objectives.
- **Contract and grant management:** Prepare and submit grant applications. Administer funds to meet grant objectives, and provide reporting as required.
- **Program administration and development:** Administer the BikeEd program, which provides hands-on bicycling safety instruction to 4th graders throughout Oahu, Administer the Adult Education program which teaches biking and bike safety to adults to enable and encourage more people to bike. Develop new programs, and secure funding to deliver them, that make HBL relevant to a broad range of bicyclists.
- **Fundraising:** Lead the activities of the HBL team and Board in acquiring donations from individuals and businesses.
- **HBL Board:** Actively participate as an HBL Board member. Keep the Board informed of the organization's activities, seek guidance and counsel, and recommend Board activities. Support Board fundraising, policy-making, oversight and community engagement. Set meeting schedules for the Board and Committees of the Board.
- **Administration:** Determine and manage the business-side of the organization including HBL facilities, technology, vendors,

Qualifications

A successful candidate will have the proven experience and skill to accomplish the Primary Duties outlined above. Additionally, they will have:

- A strong interest in bicycling as a means to improve community health, support environmental goals and provide equitable transportation options for the betterment of our island home.
- The ability to interact with a wide range of people in the community and build relationships that will support the organization.
- Strong written and verbal communications skills, including one-on-one conversations, presentations to large audiences, and discussions with those in opposition.
- The desire to be collaborative, while focused on moving projects forward.
- The ability to handle numerous important projects simultaneously.
- A focus on goals and results.
- A desire for quality in everything the organization does and the ability to find ways to achieve quality cost-effectively.
- A mindset of creativity, resiliency and optimism.

Additional Preferred Qualifications:

- 5+ years in a non-profit organization of similar size
- Undergraduate degree
- Management experience

Compensation/Benefits:

- Range \$65,000-\$75,000 depending upon qualifications.
- Bonus potential for exceeding set goals
- Health Insurance
- Time flexibility

Send resume to Lori@HBL.org.