

Executive Director SCoMBA



POSITION SUMMARY

Summit County Mountain Bike Alliance (SCoMBA) is seeking candidates for a part-time salaried exempt position as SCoMBA's Executive Director (ED). Initially the position will be part time, with the goal to expand the position to full-time within 12 months. The ED will report to the SCoMBA Board of Directors Executive Committee. SCoMBA does not have any offices so work will be remote.

SCoMBA is a 501(c)(3) organization and is the Summit County, Colorado Chapter of the International Mountain Bicycling Association, or IMBA. SCoMBA was founded in 1990 as the Summit Fat Tire Society. SCoMBA has approximately 200 members. SCoMBA's mission is to **Build** new trails, **Maintain** existing trails and **Unify** the mountain biking community in Summit County. SCoMBA's goal is to be the voice of the mountain biking community in dealing with the entities that control trails, such as the USFS, Summit County Open Space and all of the local towns.

SCoMBA has a working volunteer Board of Directors (BOD) with 7 members responsible for membership, activities, advocacy, trail work, communications and treasury functions. The ED is expected to work with the BOD and other SCoMBA teams and committees to complete tasks.

OBJECTIVES OF THE POSITION

- Work closely with BOD and committees to assess and address issues affecting the organization as it seeks to fulfill its mission.
- Oversee daily operations of the organization, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Increase awareness of the organization by being the main spokesperson and liaison with local media.
- Develop an actionable plan for fundraising and managing monthly cash flow.
- Comply with all national and local regulations.

RESPONSIBILITIES

<i>Development & Fundraising</i>	PT	FT
<ul style="list-style-type: none"> Assist Board in developing and updating a fundraising strategy with goals and measurable outcomes. 	✓	✓
<ul style="list-style-type: none"> Engage, guide, and support SCoMBA board members in fundraising efforts 	✓	✓
<ul style="list-style-type: none"> Recruit, manage and retain existing business sponsorships 	✓	✓
<ul style="list-style-type: none"> Develop and implement strategies to grow individual memberships 	✓	✓
<ul style="list-style-type: none"> Build relationships and secure donations from individual donors and sponsors 	✓	✓
<ul style="list-style-type: none"> Identify and capitalize on local, regional, and national grant opportunities, supporting Board Members and/or contractors on grant proposals. 		✓
<i>Marketing & Communications</i>		
<ul style="list-style-type: none"> Assist the Board to define and implement a marketing strategy and plan. 	✓	✓
<ul style="list-style-type: none"> Implement all communication activities and strategies for newsletter publication, social media content creation and coordination with partner organizations. 	✓	✓
<ul style="list-style-type: none"> Administer/manage SCOMBA's internet presence (website, Facebook, and Instagram) and perform regular updates based on donors, events, and relevant news. 		✓
<ul style="list-style-type: none"> Monitor and respond to email and social media communications. 		✓
<ul style="list-style-type: none"> Develop and maintain a relationship with local media and news outlets. 		✓
<i>Advocacy</i>		
<ul style="list-style-type: none"> Assist the Trails Committee to identify and implement short, intermediate, and long-term goals around eBike stance, trail 	✓	✓

<p>maintenance and trail building opportunities, and local and national land use policies.</p>		
<ul style="list-style-type: none"> Attend monthly meetings with land managers and other stakeholders with Trails Committee members. 	✓	✓
<ul style="list-style-type: none"> Attend town master plan and summer plan meetings and be the voice of SCoMBA along with the Board 	✓	✓
<ul style="list-style-type: none"> Help build relationships with local government agencies, local business, other non-profits and the cycling industry. 		✓
<p>Administration</p>		
<ul style="list-style-type: none"> Attend and assist with SCoMBA Monthly Board Meetings. 	✓	✓
<ul style="list-style-type: none"> Provide support to volunteers organizing events (trail work, social, etc.) and attend events and committee meetings as practicable. 	✓	✓
<ul style="list-style-type: none"> Administer all day-to-day operations, including insurance, accounting, tax reporting, finances and general administration. 		✓
<ul style="list-style-type: none"> Assist the SCOMBA Treasurer in budget development. 		✓
<ul style="list-style-type: none"> Manage physical assets (trailer and tools) and merchandise (t-shirts, event banners, signage, etc.). 		✓
<ul style="list-style-type: none"> Check PO Box, Monitor and disseminate US Mail. 		✓
<ul style="list-style-type: none"> Coordinate with and ensure payment for all paid contractors (social media, bookkeeper, grant writer, trail building contractors, other contractors) 		✓

QUALIFICATIONS

- Passion for and interest in mountain biking, outdoor recreation, and conservation.
- Knowledge of outdoor recreation and community engagement coupled with a solid understanding of outdoor recreation advocacy issues, state and local land management agencies, and sustainable trail design and construction techniques.

- Five years of management experience, preferably with nonprofit organizations, including serving on or working with a non-profit board of directors.
- Strong marketing, public relations, and fundraising experience.
- Excellent organizational and management skills including planning, delegating, program development, and task facilitation.
- Passion, integrity, positive attitude, mission-driven, and a self-directed entrepreneurial spirit.
- Proficiency with the use of modern technologies such as the Internet/web, database management, Google Suite, Microsoft Office and social media platforms.
- Savvy with social media (Facebook, Twitter, Instagram,), database products (CiviCRM), mass mail clients (MailChimp, Constant Contact)

PREFERRED SKILLS AND QUALIFICATIONS

- Bachelor's degree (or equivalent) in a related field of study (Management, Environment Science, Communications or Marketing) is a plus.
- Experience developing and managing budgets
- Outstanding verbal, written, and visual communication skills

POSITION DETAILS

- Part-time salaried exempt position with flexible hours depending on Organization event schedule. Must be able to work some evenings and weekends.
- Compensation commensurate with experience and non-profit industry standards. Salary range: \$27,500 - \$32,500 for part-time role.
- Remote position based within Summit County, Colorado with some periodic travel throughout Colorado.
- No relocation assistance.

HOW TO APPLY

- Send a cover letter and resume to jobs@scomba.org by August 31, 2024.