

Executive Director
Idaho Walk Bike Alliance—Boise, Idaho
Salary: \$65,000.00 - \$75,000.00
Application Deadline: March 27, 2023 or until filled

Mail résumé and cover letter outlining skills and experience to info@idahowalkbike.org

The Idaho Walk Bike Alliance (IWBA), Idaho's only statewide advocacy organization devoted exclusively to improving the safety and mobility of walkers, bicyclists and non-motorized users, is seeking a passionate and committed person to fill the position of Executive Director. Applicants should have or be eager to acquire a working knowledge of transportation issues facing people who walk, bicycle, have a disability, and anyone using other forms of active transportation throughout the State of Idaho. The prospective Director should quickly get to know or be familiar with the IWBA organization, the workings of the Idaho Transportation Department, Idaho State Legislature, and other transportation-related agencies throughout the state whose policies may affect the safety and well-being of both people who walk and bicycle.

The Executive Director has the following major functions:

- Build membership and partnerships throughout Idaho.
- Execute and direct all day-to-day activities of IWBA.
- Ensure the financial stability for IWBA.
- Develop goals and performance measures for IWBA in partnership with the Board of Directors
- Consistent public outreach to members, partners, jurisdictions, legislature and all transportation agencies.
- Manage staff (where applicable).
- Increase knowledge of and support for people who use non-motorized transportation throughout Idaho.
- Work in conjunction with the Board of Directors and its standing committees on all organizational facets.

These functions will be carried out cooperatively with IWBA's Board of Directors and its standing committees. The Board, currently consisting of 10 members located throughout the state, is a working board that participates in building membership, fundraising and staffing various activities.

The Director's functions and those of IWBA staff coordinated by the Director, if applicable, will be implemented as follows:

Membership, Fundraising and Donor Relations

The Director will continually work to retain and increase membership in IWBA as well as donors. This position requires ingenuity and follow-through using outreach, the IWBA website, mailings, current-member promotions and so forth. Regular membership drives and renewals are pursued on a schedule set collaboratively with the Board of Directors.

Performance Standard:

- IWBA has approximately 450 members (January 2023) and wants to increase that number by 50 by January 1, 2024.
- The Director corresponds with members using mail and email. Donations require swift acknowledgement and a "thank before you bank" policy, with a written letter complying with IRS standards.
- Maintain up to date member database with information including family members, organizational members, business members, other donations, and volunteer activities.
- Coordinate writing and production of regular, quarterly newsletters.
- Coordinate production, maintenance and upgrading of web site.
- Work constructively with the Board of Directors to enhance member benefits and involve the membership.

Administrative and Bookkeeping

The Director will advise the Board of Directors on issues pertaining to IWBA's non-profit status and its legal and financial obligations, working cooperatively with the bookkeeper and the Treasurer of the Board.

Performance Standard:

- Report to the Board of Directors on a quarterly basis to ensure that IWBA is meeting all legal and financial reporting requirements in conjunction with the bookkeeper.
- Ensure that up-to-date income statements and balance sheets are generated for each board meeting with the Board Treasurer, that monthly bills are paid on time, and up-to-date bank records are maintained. Understand and maintain sufficient insurance, workers comp, and file local state or federal obligations pertaining to payroll and taxes, when applicable. Track hours spent in predefined project categories. Staff board meetings and functions as needed.

Develop and Maintain an Annual Budget and Seek Outside Funding Sources

The Director will develop and track an annual IWBA budget. The Director will aggressively pursue new and renewing funding opportunities in partnership the board of directors and development committee.

Performance Standard:

- Draft budget is presented to board in October, approved in December, for each budget year beginning on January 1.
- Maintain a calendar of grant opportunities and submit an appropriate grant application whenever possible. Research and write grant applications. Garner support for projects, including matching funds, collaborative projects, in-kind donations of goods and labor, and letters of support. Keep Board apprised of grant applications. File timely reports to grantors. Develop and maintain relationships with grantors.

Organization and Leadership

The Director will work positively with board members and officers to maintain an involved, active, and growing board and membership. Assist the Board of Directors in seeking additional board members as vacancies may occur from throughout the state. Report to the president of the Board on a schedule satisfactory to him/her.

Performance Standard:

- Develop and maintain a strategic plan with the help of the Board of Directors that lays out accomplishing IWBA goals and the activities required. Provide the board regular reports of activities and accomplishments, relating activities to the strategic plan.

Knowledge of Pedestrian and Bicycle-Friendly Designs

The Director will undertake measures to raise awareness of the importance of pedestrian and bicycle friendly transportation design in Idaho.

Performance Standards:

- Coordinate with other groups statewide on comparable projects. Use the website and social media, organize events, bring in outside experts, etc.
- Educate Idahoans on the value of Complete Streets/Vision Zero/Safe Systems Approach and technically adequate bicycle and pedestrian facilities.
- Work with State agencies, including the Idaho Transportation Dept, the Idaho Transportation Board and the Local Highway Technical Assistance Council to enhance inclusion of bicycle and pedestrian facilities in planning and construction.
- Develop positive relationships with communities statewide to both assist them in becoming more walk/bike friendly, informed about funding opportunities and to understand the active transportation needs of Idahoans.

- Work directly with the legislative and executive branches of the State of Idaho to secure funding and supportive policies for active transportation.
- Partner with other nonprofits and organizations to fulfill IWBA's mission.

Promotion of IWBA

The Executive Director will keep IWBA in the news using press releases, submitting photos and other contacts with media, inviting the media to our events, radio/TV spots, social media.

Performance Standard:

- With input and help from the Board of Directors and its standing committees, organize events and fundraising campaigns. Coordinate the planning and execution of these events, if possible, with the involvement of the Board and members.
- Speak to service organizations (Rotary, Chamber of Commerce) about IWBA.
- Recruit volunteers to assist with events, campaigns, and other functions.

Wages & Benefits

- The IWBA Executive Director is a full-time, exempt, salaried position.
- Benefits Include:
 - An initial paid personal time off (PTO) bank of three weeks (15 working days) and an additional week (5 working days) upon completion of three years of employment.
 - Federal holidays (except while Idaho Legislature is in session). Holidays falling within the Legislative session may be taken at other times within the year at the discretion of the employee.
 - Flexible 40 hour per week work schedule from home or office (at the employees' discretion) to support IWBA's mission.
 - An annual personal development account of \$2,000 for travel/lodging to conferences and training.
 - An annual \$1,000 stipend for cell phone/electronics purchases and contracts.
 - IWBA commercial office space
 - Computer
- \$65,000.00-\$75,000.00 salary based on experience.
- Total package worth in excess of \$85,000 based on experience.

Mail résumé and cover letter outlining skills and experience to:

President

Idaho Walk Bike Alliance

Post Office Box 1594

or email to info@idahowalkbike.org

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