

Job Title: General Manager, Chico Velo
Reports to: Chico Velo Board of Directors (BOD)
Designation: Full-time, hourly
Compensation: \$24-\$27/hr, dependent on experience
Role Type: Hybrid- remote work flexibility

Chico Velo is a registered 501c3 non-profit organization whose mission is to promote bicycling for transportation, recreation, and health through public education, advocacy, and community stewardship. The General Manager provides general supervision of staff as well as leadership and management of the organization's programs, initiatives, and administrative functions with guidance from the Board of Directors.

This is a full-time, hourly position. Compensation dependent on experience. Benefits include 40 hours paid vacation, 8 paid holidays, monthly technology stipend, and mileage reimbursement for events and/or travel. This role is expected to work from the office at least part of the time with remote work flexibility.

ESSENTIAL SKILLS & ABILITIES:

- Demonstrated experience writing, administering, and fulfilling grants or equivalent fundraising experience
- Previous work experience in a non-profit setting highly desired
- Bachelor's degree or equivalent combination of experience and education required
- Strong computer skills including email, file-sharing platforms, spreadsheets, document creation, and basic finance
- Understanding of and appreciation for the recreational and alternative transportation benefits of a bicycle-friendly community
- Highly motivated with exceptional organizational skills, personal time-management, and the discipline to work on many projects at once
- Must be interested in promoting an organizational culture that fosters cooperation, equity, inclusivity, open and frequent communication, teamwork, and professionalism
- Experience establishing positive and professional relationships with a variety of community stakeholders
- Must be able to define systems for decision-making, effective communication and on-going strategic and operational planning
- Local knowledge and experience with bicycle-related programs or affairs desired
- Ability to sit or stand for extended periods of time and lift 50 lbs
- Work may be performed in both and office and off-site (outdoor) environment

ADMINISTRATIVE RESPONSIBILITIES

- General oversight of staff including but not limited to the Event & Communications Manager, volunteers, and interns
- Perform essential Human Resource responsibilities including staff management and supervision, payroll and schedule management, employee training, guidelines, and performance reviews
- Coordinate with President to set BOD meeting agendas and attend all regular BOD meetings

- Continually assess and ensure the organization is supported internally with appropriate facilities, technology, equipment, and other operational needs
- Maintain an efficient administrative system for processing invoices and managing recordkeeping
- Maintain annual permits, government reports, and licenses
- Work with Treasurer and BOD to develop annual budget and ensure fiscal management

PROGRAMMATIC RESPONSIBILITIES

- Work with BOD to set near and long-term goals to support the organization's mission and growth
- Provide vision, implementation, and general management of core programs including but not limited to:
 - Adopt-A-Path
 - Trailworks
 - KidsPedal
 - Bike Valet
 - Bike Month / Community Education
- Build strong relationships with City of Chico, Butte County, partner organizations, and other stakeholder groups to provide recommendations and support for bicycle-related infrastructure and community needs
- Research, initiate and collaborate on procuring grants for programs, general operating expenses and special events
- Identify additional funding opportunities to diversify revenue and ensure financial sustainability
- Work with Event & Communication Manager to provide planning and day-of execution support for all Chico Velo events
- Maintain an understanding of local, state and federal laws and regulations as they apply to the mission and operations of the organization
- Identify strategic partners (corporate, nonprofit, government agency, elected officials, community leaders, etc) for bicycle-related programs and projects
- Represent Chico Velo and act as a liaison among organizations, businesses, government agencies, schools, etc
- Utilize and leverage resources of other advocacy groups as well as state and national bicycle organizations
- Maintain current individual/corporate sponsorships and seek new donors

APPLICATION PROCESS & REQUIREMENTS- All candidates must submit the following:

- Application
- Resume
- Cover Letter

Email resume and cover letter to Chico Velo Board of Directors, Board@ChicoVelo.org

Application deadline: Open until filled. Applications will be reviewed as they are received.