

JOB ANNOUNCEMENT

Executive Director Tucson, Arizona

El Grupo's mission is to empower youth through bicycles. We use bicycles as our lens for positive youth development while taking a holistic approach to combining our youth's physical, academic, and social well-being. We teach kids to ride bikes; to bike pack the beautiful Sonoran Desert; to race both mountain and road bikes all over the southwest; to engage in service-learning projects around Tucson; and in turn, we build community-minded leaders of the future.

As Executive Director of the El Grupo Youth Cycling program, you are the forward-facing leader of the organization to the community and tasked with the overall health and prosperity of El Grupo. You are the heart and soul of what keeps El Grupo moving forward as we embark on our upcoming 20th anniversary. Working with staff and the board of directors, the Executive Director is responsible for delivering a positive coaching and youth development mindset to all staff, riders, and families. The Executive Director is responsible for all fundraising and prospecting for new partnerships that will help grow the organization. This role is often a listener for all needs of staff, families, and community members and requires a thoughtful approach to problem-solving. The ED must be passionate about cycling and youth development and willing to get engaged in all areas of our programming and operations.

This position reports directly to the board of directors and oversees the Senior Leadership Team and interactions with all program staff, riders, parents, and volunteers.

Responsibilities:

- **Drive Revenue Growth**
 - Participate in setting and ensuring the achievement of revenue budget, forecast, and target
 - Identify, cultivate, steward, and recognize top relationships (donors, fundraisers, corporate and community partners)
 - Identify new and potential donors through community connections
 - Identify new and potential grant opportunities, write proposals and submit timely reports
 - Ensure effective volunteer leadership for event committees
- **Build relationships**
 - Persuasively communicate and enlist others in our furthering our mission
 - Create, and enhance community presence and connection
 - Be a liaison between parents, staff, riders, and the community
 - Create new ways to reach more diverse youth and engage them in programming
 - Develop external communications through newsletters, appeals and social media
- **Lead Staff & Volunteers**
 - Maintain a strong sense of teamwork and foster a positive and inclusive working environment
 - Participate in decision-making and professional development with key supporting staff
 - Identify and develop skills and talents of staff and volunteers
 - Plan and implement a strategic plan for the organization
 - Set clear expectations, provide oversight, manage conflicts and solve problems
 - Provide oversight of facilities, equipment and programs through a risk management perspective

Job Requirements:

- Bachelors degree
- 5+ years professional leadership and management experience, non-profit setting preferred

Preferred Experience and Qualifications:

- Leadership in a nonprofit organization
- Dedicated to youth empowerment and development
- Experience in community engagement and volunteer development
- Experience in budget management with a proven track record of meeting financial goals
- Experience in fundraising through grantwriting, special events and other strategies, with success in developing and cultivating relationships to secure contributions from individuals and organizations
- Superior skills in gaining the trust and confidence of a wide range of people, including providing strong leadership and staff supervision
- Successful track record in developing high-performing staff teams and creating positive workplace environments. Knowledge of employee relations practices
- Thoughtful and intentional decision maker, with ability to manage incidents. Knows when to get input from others and build consensus vs having to make a decision on the spot
- Experience with CRM software, Quickbooks, G-Suite, Social Media and Constant Contact
- Demonstrated organizational and planning skills
- Strong public speaking, presentation, and writing skills are required
- Comfortable working non-traditional hours and filling in for non-traditional roles when needed
- Knowledgeable/experienced in building inclusive organizational culture, promoting values of accessibility, equity and belonging
- Experience in youth athletics and competition coaching
- Spanish speaker
- Cyclist with knowledge of bike maintenance

Compensation

Salary Range: \$65,000 - \$75,000

Application Process

Interested applicants should apply through [Indeed](#) before March 31, 2023. Please submit a resume and cover letter describing why you think you are a good fit for this position and El Grupo. Initial interviews will take place by Zoom in early April. Finalists will participate in a site visit on either April 22 or 24th, and the Board will extend an offer to the selected candidate in early May.

Non-Discrimination Policy

El Grupo does not discriminate on the basis of race, color, gender, sexual orientation, religion, physical handicap or disability, or national or ethnic origin. This policy of non-discrimination extends to riders, employees, and volunteers.