



## **Job Announcement: Executive Director**

Walk Oakland-Bike Oakland (WOBO) is a 3-year old 501(c)3 non-profit organization whose mission is to improve neighborhood quality of life in Oakland by making walking and biking easy, safe, accessible and fun. WOBO is fast-growing and seeks its first Executive Director to support and leverage the tremendous work of our volunteers and to build momentum for WOBO to become Oakland's premiere group promoting walking and bicycling as sustainable and equitable transportation investments and choices. The Executive Director will report to the Board of Directors and will be responsible for oversight of campaigns, fundraising, membership development, building relationships with key stakeholders and partners, and serving as a primary contact and spokesperson for the organization.

### **Principal Responsibilities**

#### **Financial Management/Fundraising:**

- Secure financial resources through a variety of sources linked to WOBO campaigns, projects and mission, including:
  - Identification and cultivation of individual donors.
  - Pursuit of corporate donors/sponsorships.
  - Pursuit of private and government grant opportunities.
- Manage financial records, accounts payable/receivable, cash flow and annual audit in coordination with the Board Treasurer.
- Coordinate with campaign leaders to develop campaign and annual budgets.
- Prepare regulatory and grant reports.

#### **Member and Volunteer Development:**

- Nurture and grow grassroots membership, helping WOBO expand membership within diverse communities.
- Develop and maintain effective membership recruitment and retention strategies.
- Work with campaign leaders to create volunteer opportunities that engage new and existing WOBO members.
- Continue building an organizational culture that values both hard work and fun.
- Continue building Oakland's bike-ped community by creating opportunities for Oaklanders to connect around walking and biking.

#### **Campaign Support & Advocacy:**

- Assist and lead members, stakeholders and communities in advocating for the implementation of WOBO initiatives and campaigns.
- Support WOBO campaign leaders to develop campaign strategy and implementation.
- Promote understanding of WOBO's objectives and campaigns among key local and regional decision makers.

- Build partnerships with like-minded organizations.
- Develop relationships with key stakeholders and policy makers.
- Serve as a spokesperson and primary contact for WOBO, in coordination with the Board of Directors and campaign leaders.

**Board Relations:**

- Coordinate Board meeting agendas with the Chairperson.
- Keep Board of Directors informed of key issues.
- Support Board growth and development.

**Required Skills & Experience**

- Successful membership development and fundraising experience.
- Campaign management experience with demonstrated achievements.
- Excellent writing and public speaking skills.
- Ability to navigate and work effectively with a variety of stakeholders, including local and regional decision makers, city staff, WOBO volunteers and community members.
- Successful community and movement building experience.
- Familiarity with bicycle and pedestrian concerns and passion for people-powered mobility.
- Computer skills in MS Office, social networking tools, on-line advocacy tools and familiarity with membership management databases.
- Demonstrated ability to work in and with diverse and underserved communities.

**Salary:** This is a 24-30 hours/week position with FTE compensation of \$40-50k commensurate with experience, with potential for increased hours based on funding availability. A medical benefit matching stipend will be available. Some evenings and weekend work will be required. Ideal start mid-November 2009.

**To Apply:** Applications will be considered on a rolling basis until the best candidate is found. Please submit the following materials:

1. Cover letter that speaks to your experience in fundraising and campaign management.
2. Résumé
3. Two short writing samples of less than one page each for which you were the sole author--one should be a fundraising piece and the other should reflect advocacy or policy work.

Please send your application by email to [jobs@walkoaklandbikeoakland.org](mailto:jobs@walkoaklandbikeoakland.org) with the subject line: "Executive Director Position" –if emailing, please put your cover letter in the body of the email, OR by postal mail to:

Executive Director  
PO Box 10945  
Oakland CA 94610

WOBO welcomes applicants from diverse communities, including LGBT, people of color, and people with disabilities.

*No phone calls please.*