



VERMONT MOUNTAIN BIKE ASSOC.
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The Vermont Mountain Bike Association (VMBA) is the voice of mountain biking advocacy in Vermont. Our Chapter program and approach to state level advocacy is a uniquely effective combination that meaningfully links individual riders' perspectives to the Association's work with state leadership. VMBA is a network of 28 innovative, local Chapters that serve 7,500+ members by stewarding 1,400+ miles of trail, culminating in the best mountain biking in the Northeast. VMBA is seeking a dynamic and experienced Executive Director to partner with Chapter leadership to envision VMBA's future and strengthen the pursuit of our mission, which is to ensure the sustainable future of mountain biking in Vermont and to thoughtfully promote the best riding in the Northeast by serving as the central hub for advocacy, education, and event support.

The Association's success is inspired by three, united layers of participation. The VMBA office serves as the central hub of administrative support for Chapters, including statewide advocacy, membership, member benefits, insurance, event support, etc. Chapters manage local trail building/maintenance, landowner appreciation, and events. Members have the opportunity to meaningfully participate with as many Chapters as they wish through membership, trail day participation, and events. More details on VMBA, our structure, and mission can be found [here](#).

Competitive candidates will bring nonprofit leadership experience and the skills, attributes, and energy necessary to inspire statewide collaboration towards preserving the root character of Vermont riding, particularly the people that make it so special. The Association is unique – the best candidates will clearly express their ability to steward a collective vision among a wide scope of stakeholders.

[2020 Annual Report](#)

Core Responsibilities:

Organization Development

- Develop a thorough, nuanced understanding of all organizational platforms in a manner that serves Chapters of all sizes
- Work with the Advisory Council (Chapter leadership) to further unite Chapters around the value of each other and a community decisionmaking process that will determine the direction of the Association

- Connect Chapters' leadership to a shared vision in pursuit of serving mountain bikers in Vermont and those visiting, in a manner that protects the character of our riding and the people that make it all possible
- Develop and implement, in partnership with the Advisory Council and the Board of Directors, a strategic plan that meets the needs of the Chapters and the Association's goals and objectives
- Steward core programs including Downhill in VT, Plan Your Ride, Chapter Resource Library, Major Storm Recovery Fund, Annual Fund, Diversity Initiative, and Retailer's Alliance
- Ensure sustainable and effective systems are in place to regularly evaluate programs and strategically manage the growth of the mountain biking industry
- Create and steward a statewide, outdoor-minded business culture that supports trail volunteerism as a core business strategy
- Build an informed, connected, inclusive, and involved riding community

Staff & BOD Management

- Hire, train, and develop office staff within a culture where their ideas are valued and the results of their work are clear
- Manage employment and administrative policies and procedures
- Collaborate with the Board of Directors to create core responsibilities
- Manage organization contracts – vendors, Naming Grants, contract professionals, professional services, and the physical office
- Monitor program budgets and the organizational calendar to ensure staff activity is well-coordinated
- Work closely with staff to ensure Chapters, members, and sponsors are provided exemplary service

Advocacy

- Oversee advocacy efforts on behalf of Chapters, members, and landowners in partnership with allied trail organizations
- Maintain strong connections with public land managers on behalf of Chapters
- Create a symbiotic relationship with Federal and state land management agencies that is based on transparency, respect, and trust
- Partner and sustain relationships with the following organizations: Vermont Trails & Greenways Council, Vermont Trails Alliance, VOBA, and VOREC

Fundraising & Financial

- Responsible for an annual submission of a proposed budget to the Board of Directors
- Responsible for fiscal management that operates within the approved budget and ensures maximum resource utilization that maintains the Association in a positive financial position
- Seek, develop, and steward major donors
- Steward the development of a comprehensive donor database
- Write and execute organizational grants
- Manage organizational insurance, banking, and human resource operations

Required Skills and Qualifications:

- Bachelor's degree in management or related field. Graduate degree in a related field is desirable
- Minimum of 5 years experience in nonprofit management, including demonstrated experience working with a nonprofit board of directors
- Ability to develop a strategic plan that enables sustainable maturation and growth of the organization, and demonstrated ability to implement successful strategic plans
- Fundraising strategy development, grant writing and management, and excellent donor relations skills
- Demonstrated ability to work with local and state-level government agencies to build strong relationships and support organizational goals
- Strong knowledge of nonprofit finance operations, including budget preparation, analysis, decision making, and reporting
- A collaborative, transparent, innovative, results-oriented, and accountable leadership style
- Excellent oral and written communication skills and the ability to positively and professionally engage with a variety of audiences
- Strong organizational and planning skills
- Experience setting up and maintaining donor management software platforms
- Proficiency with Microsoft Office, Google Workspace, Quickbooks, a variety of social media channels, WordPress, MailChimp, and a strong aptitude for new technological platforms
- Ability to lead, mentor, and motivate organization staff

Desired Characteristics:

- Energetic and self-motivated
- Empathetic, diplomatic, and accountable
- A personal interest in and knowledge of the outdoor recreation industry
- Positive thinker with a great sense of humor!

Additional Information

At VMBA, our pledge is to develop vibrant communities emboldened by outdoor recreation and natural environments connected to all. Our primary goal is to build an inviting and inclusive mountain bike community that any individual can be a part of. We are proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status. We are committed to building a team that represents a variety of backgrounds and skills to continue our work of [listening and learning](#), which is why we invite anyone to apply.

How to Apply:

Qualified candidates are asked to please submit a cover letter and resume to jobs@vmba.org. Please use, "VMBA ED Application" in the subject line. The Hiring Committee will begin reviewing applications immediately. The job posting will close on December 20, 2020.