



Lincoln Bike Kitchen Executive Director Position Profile

Lincoln, Nebraska
April 2024

In Collaboration With: **INGRIDKIRST**
Consulting

Become the inaugural permanent executive director of this vibrant nonprofit organization that connects bikes with community members who need them. You will have the opportunity to shape both this role and the organization for an exciting future.

Organization Overview

The Lincoln Bike Kitchen has helped Lincolniters get on bikes since 2010 through repairs and bike distribution. The passionate volunteers collect, evaluate, and prepare bikes for community members. In 2023, the organization gave away 1328 bikes to adults and children while repairing countless other bikes.

In January 2024, Lincoln Bike Kitchen hired its first staff, an interim executive director, to help the board prepare for a permanent executive director. Together they have been updating structures and policies. At the same time, the Bike Kitchen has begun fundraising and renovating the Old Municipal Pool Building in anticipation of a summer move. This new space, located in the Telegraph District, will allow for the expansion of programming.

With an estimated 2025 operating budget of \$150,000, the organization is ready to grow significantly with a surge in volunteer engagement, additional open shop hours, and expanded programming. This will result in a significant increase in the number of bicycles distributed in the community.

Position Overview

The successful candidate will collaborate with the Bike Kitchen Board of Directors to expand the organization to support our core mission. The primary responsibilities for the position are:

- **Vision and Strategy:** In partnership with the board, align the organization around a compelling vision for the future with a strategy and goals to achieve this vision.
- **Leadership & Management:** Engage volunteers, board members, partners, and funders, track outcomes, and ensure effective decision-making. Supervise our dedicated volunteers and any future staff members.
- **Board Partnership:** Collaborate with the Board to grow the Board's impact.
- **Impact:** Oversee programming, develop innovations, and advocate for cycling as a form of transportation and recreation.
- **Community Development:** Develop and maintain relationships with individuals and community partners to promote Lincoln Bike Kitchen and recruit volunteers.
- **Fundraising:** Serve as the primary fundraiser for the organization, setting fundraising strategy and collaborating with the board to identify individual and foundation prospects.
- **Financial Administration:** Maintain good financial practices, develop and follow a board-approved budget, and implement risk management practices.

Priorities for the New Executive Director in the First Year

In particular, these are the areas identified by the board for the new ED to focus on in the first 12 months, in addition to fully understanding the role and organization:

- **Strategic Planning:** a robust strategic planning process to set clear goals and objectives including LBK's long-term vision.
- **Fundraising Growth:** Build a stable fundraising base through grant writing and direct asks in partnership with the Board of Directors.
- **Standardize Operations:** Develop policies and procedures for Bike Kitchen operations and volunteers.
- **Build Awareness:** Be an active promoter of LBK within the nonprofit and biking communities.

Desired Attributes of the New Executive Director

The Executive Director will lead and motivate, possess great communication skills, have a strong understanding of nonprofit finances and management, manage the organization's operations, and commit to the realization of LBK's mission.

Specific attributes include:

- A love of bikes and cycling.
- Management experience, preferably in the nonprofit sector.
- Experience with creating and managing budgets, basic accounting, and QuickBooks.
- Excellent organizational skills and motivation; ability to work creatively and productively without direct supervision.
- Past success working with volunteers and/or a Board of Directors.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Clear written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Comfortable working in standard office and website software.

LBK is committed to a policy of equal employment opportunity. We are also committed to building a diverse staff. We believe that all people are capable of great things and encourage you to apply even if you don't meet every requirement listed.

Compensation and Requirements

Compensation: The salary range for the executive director position is \$65,000 to \$75,000 depending on experience. The benefits package includes 15 days paid time off and 15 annual holidays. In addition, LBK will provide a health insurance stipend and a 3% IRA match.

Hours: 35-40 hours per week, salaried, with regular in-office hours required, as well as some weekend and evening hours. Flexible scheduling and work-from-home hours are available.

Application Process

The executive director search process is being conducted by the Lincoln Bike Kitchen Board of Directors with support from Ingrid Kirst Consulting. All complete submissions (resume and cover letter) will be acknowledged and are confidential.

Applications will be accepted until the position is filled but we recommend applying by May 21, 2024, to ensure full consideration. To apply, please submit a cover letter or email that explains why you are interested in this position and how your career path has led to this role, along with a resume (PDF format preferred) to Ingrid at lbk@ingridkirst.com.

You can learn more about LBK on our website at: lincolnbikekitchen.org.

Please contact Ingrid with any questions. She has been serving as the interim executive director for Lincoln Bike Kitchen and can provide additional information on the position.

Successful candidates will complete a screening interview, two rounds of interviews with the search committee, and reference checks. The target start date is as soon as possible after the completion of the hiring process (beginning of July 2024).

