



# Executive Director Job Description

National Interscholastic Cycling Association  
805 Camelia Street  
Berkeley CA 94710  
(510) 524-5464  
www.nationalmtb.org

**Organizational Overview:** Founded as a non-profit in 2009, the National Interscholastic Cycling Association (NICA) is a youth development organization that promotes mountain biking at the high school level to help student-athletes develop strong mind, body and character. In furtherance of this goal, NICA provides leadership, governance, financial and programmatic support to develop and promote high school mountain biking leagues throughout the United States.

**NICA's Vision and Mission:** The success of the Executive Director to satisfactorily fulfill the requirements of the position depends largely on the degree to which the ED believes and supports the organization's vision of enabling every American teen to strengthen body, mind and character through participation in the sport of mountain biking. To achieve this, NICA's vision is to bring high school mountain biking coast to coast by 2020.

**Overview of Position:** The Executive Director provides overall direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. NICA holds itself to the highest standard of consumer service and expects its employees to strive for excellence. The Executive Director plays the key role in furthering this standard. The Executive Director works closely with and reports to the President of the Board of Directors to ensure adherence to all applicable employment and laws governing non-profits and to ensure sound financial management while maintaining a safe and enjoyable work environment for employees and volunteers. The specific requirements and duties of the position are detailed below:

## Development

Working with the Development Director:

- Successfully involve the board and other staff members in fundraising. Engage, educate and support the Board to diversify, stabilize and increase funding for the organization
- Work closely with Development Director to research funding sources; develop fundraising plans; meet with donors; and write and submit funding proposals
- Establish positive relationships with potential funders and sponsors
- Cultivate and solicit major donors

## **Financial and Tax Management**

Working with the NICA Financial Director:

- Work with the NICA Board to create a comprehensive budget
- Approve expenditures within the authority delegated by the Board
- Develop financial best practices and manage the organization's funds using those practices
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with timely financial reports
- Ensure that NICA complies with all federal state and local laws regarding employment and tax withholding

## **Program Planning and Implementation**

Working with the Program Director:

- Working closely with the NICA board, and NICA league directors to develop, plan, implement, and evaluate NICA programs
- Ensure that NICA programs contribute to its mission
- Develop short, mid, and long range strategic plans
- Monitor the delivery of NICA programs to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Ensure the leagues adhere to NICA's established best practices
- Ensure NICA newsletters, web content and other assets are delivered as scheduled and align with NICA messaging and graphics standards
- Educate, engage, and support league directors
- Attend to the new league development process (bid process) and that newly selected leagues have the needed support in place

## **Risk Management**

- Identify and evaluate the risks of NICA programs and the participants, staff, and volunteers involved  
Evaluate, plan and implement measures to mitigate those risks
- Ensure that NICA, NICA events and NICA clubs/teams carry appropriate and adequate insurance coverage
- Ensure that the NICA league directors, NICA staff, coaches, and other participants understand the terms, conditions and limitation of the insurance coverage

## **Human Resources**

- Recruit, interview, and select staff that have the right technical and personal abilities to help further NICA's mission
- Implement human resources policies, procedures and practices, including the development of job descriptions for all staff and annual performance evaluations
- Establish and maintain a positive, healthy and safe work environment which attracts, keeps, and motivates a diverse staff of top quality people
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Coach and mentor staff as appropriate to improve performance

## **Operational Planning and Management**

- Develop strong and efficient NICA internal operations with needed checks and balances
- Oversee productive day-to-day operation of the organization
- Ensure that NICA services to leagues and operational tools are functioning smoothly
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate

## **Community Relations/Outreach**

- Communicate with stakeholders to keep them informed of NICA's efforts
- Establish strong working relationships and collaborative arrangements with national bodies, industry partners, funders, and other organizations to help achieve the goals of the organization
- Represent NICA at league activities and other national events and outreach trips to enhance the organization's community profile
- Act as a spokesperson for the organization

## **Board Relations**

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and the staff
- Conduct official correspondence on behalf of or with the Board, as appropriate

**Hours:** Full time, salaried, exempt position

**Salary:** Commensurate with experience

**Benefits:** Medical, dental and optical for employee as per NICA policies, vacation, sick leave, holidays as per NICA personnel policies)

**Applications:** Send a cover letter and resume to [executivedirector@nationalmtb.org](mailto:executivedirector@nationalmtb.org) by May 20<sup>th</sup>.