

BIKES TO RWANDA

Position: *Executive Director*

Start Date: As soon as available

Overview

Bikes to Rwanda (BTR) is seeking a full-time Executive Director to manage the established 501c(3) non-profit. We are looking for someone with direct non-profit/NGO management experience, a proven track record of successful fundraising and strong communication skills. The immediate focus will be to carry on the development activities for the well-established BTR brand and leverage 2010 efforts for the organization's immediate and future success.

Primary Responsibilities

- Leverage the BTR vision and mission to re-evaluate BTR's potential and put together a strategic plan for 2010.
- Work with Steering Committee to develop a new Board of Directors
- Work with BTR's Steering Committee to "get going" and leverage the massive amount of existing resources.
- Work with Steering Committee to build a working volunteer (paid potential) staff for the organization, including marketing, communication, development, finance and event Directors.
- Serve as the spokesperson for the organization, public and private sector.
- Develop 2010 fundraising plan and develop target milestones, including Executive Director salary.
- Develop a budget for first year and milestones for success.
- Maintain and contribute to current and future grassroots fundraising and event activities - ongoing event calendar, tapping into expansive national *coffee and bike culture support*.
- Revisit all overseas efforts to date, including on-the-ground work such as bikes delivered, existing and potential bike shops, maintenance needs.
- Revisit all key relationships and activities in Rwanda.
- Revisit and expand on "bike" production to date, including key partnerships with bike manufacturers.
- Produce annual report to donors noting accomplishments and financials for the year.

Other Responsibilities

- Leverage BTR website and web activities to date - bikestorwanda.com, BTR blog, Facebook and Twitter / social media outlets.

- Communicate regularly with steering committee team, including bi-weekly and monthly meetings.
- Maintain online and written correspondence
- Maintenance of identity of the organization under county, state and federal law.
- Provide consistent and timely turnaround for events and fundraising opportunities.
- Stay informed of related trends applicable to the organization - ie, progressive non-profit, coffee and bike culture.
- Periodic visits to Rwanda and other prospective countries.
- Attendance at key events such as coffee and bike industry tradeshow, non-profit forums, etc.

Experience sought:

- Demonstrated experience with successful fundraising on multiple levels, i.e. grant writing, foundations and grassroots
- Experience and proficiency with non-profit 501c(3) organization and management.
- Experience with non-profit board development.
- Strategic communication and outreach.
- Ability to manage money, basic bookkeeping and financial administrative tasks.
- Public speaking - effective with informal discussions and large presentations alike
- Ability to manage and prioritize daily and weekly tasks
- Proficiency with calendar and time management tools
- MS Office, Quickbooks and general computer skills
- Self-starter, organized, autonomous, flexible and resourceful.

Job specs

- Full-time equivalent
- Salary commensurate with future fundraising goals.

If interested, please contact Tom Rousculp at tom@bikestorwanda.com with resume with a letter of interest. Please include relevant experience and *"Why you would be an amazing fit for BTR."*