



Outreach and Volunteer Manager

Bike Cleveland seeks a full-time **Outreach and Volunteer Manager** with two related but distinct roles. The first is to manage a sophisticated volunteer program that provides meaningful opportunities, engages members in our work and ensures that the volunteer experience at the organization is mutually beneficial to both the volunteer and the agency. The second is to host outreach activities that grow Bike Cleveland's membership, organizational partners, and effective reach into the community. This position will work under the supervision of the Executive Director.

Position Purpose

- Develop a volunteer program that emphasizes recruiting, training, and retaining organization wide volunteers, as well as assessing new opportunities to develop volunteers and members through new programs or partnerships.
- Work with Bike Cleveland board committees to assess need for volunteer-driven activities in their programs and develop strategies to engage volunteers in these activities.
- Manage volunteer a membership database, including recording volunteer hours.
- Develop volunteer incentive and appreciation programs.
- Develop leadership development program for motivated volunteers.
- Plan and implement events and programs that engage Bike Cleveland in the community, including communities that are traditionally underserved.
- Staff tables at events to grow awareness of Bike Cleveland.
- Develop and implement programs for corporate partners that encourage them to promote biking to their employees, including:
 - Develop a bicycle friendly employer program - work with businesses to help them make the workplace more bicycle friendly and to promote our programs to their employees. Includes bike friendly building audits and presentation to employees on commuting.

Experience and Qualifications

Minimum qualifications:

- At least one year experience in organizing, volunteer coordination, or related field;
- Comfort managing volunteers aged 18-65;
- Bachelor's degree or equivalent experience;
- Ability to work independently while managing multiple priorities;
- High energy, great people skills, and an ability to have fun with work;
- Attention to detail and ability to follow through with tasks;
- Excellent written, presentation and verbal communications skills;
- Ability to network, build trust, and build working relationships with diverse groups;
- Proficient computer skills including social networking sites, word processing, website management and database software; and
- A strong desire to make Greater Cleveland more bike-friendly.

Preferred qualifications

- Experience working on advocacy campaigns and an understanding of basics of the political process;
- Knowledge of Greater Cleveland;
- Connections to organizations, businesses and communities in Cleveland, especially those who are not yet as engaged in bicycling activities;
- Knowledge of the economic, health, safety, social, and environmental benefits of bicycling and basic knowledge of how to improve bicycling;

Salary and benefits

The salary range is \$27,000-\$30,000, depending on experience and skills plus benefits including health care and generous vacation.

How to Apply

Submit the following to jobs@bikecleveland.org:

- Cover letter explaining your interest in the job as well as your qualifications
- Resume

No hard copies or phone calls please.

Deadline

Applications will be accepted until the position is filled.

People of color and women are strongly encouraged to apply. Bike Cleveland is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation or political orientation.

About Bike Cleveland

The mission of Bike Cleveland, founded in 2011, is to build livable communities by promoting all forms of cycling and advocating for the rights and equality of the cycling community. Bike Cleveland aligns its advocacy with social equity and community improvement and strives to embrace the power of a strong engaged membership to achieve its mission.