

JOB TITLE: Education Director

CLASSIFICATION: Full Time, Exempt Position

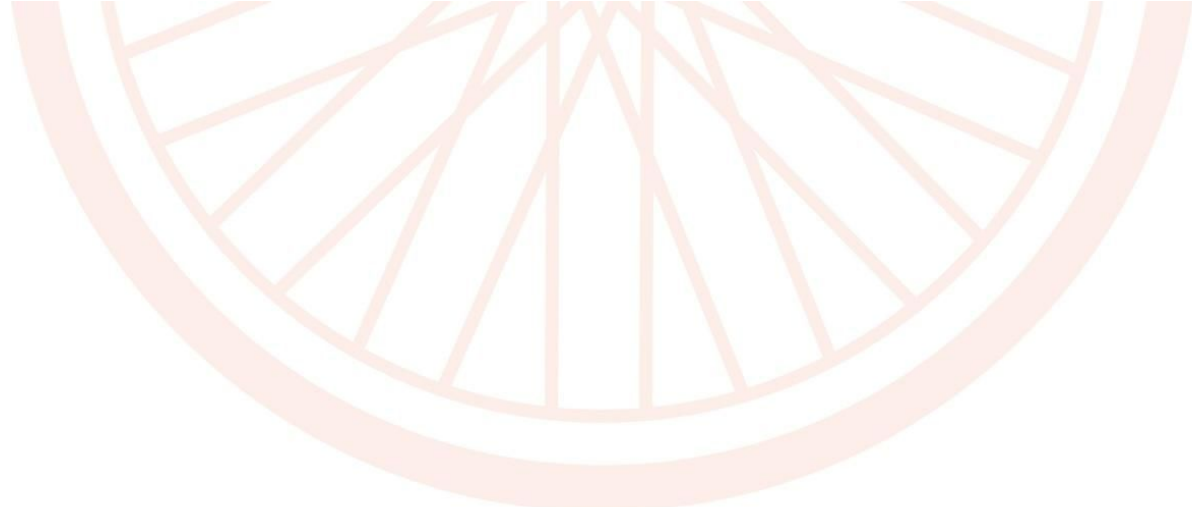
WHO WE ARE LOOKING FOR

The Education Director is responsible for supervising the development and execution of all education programs, and managing the writing, reporting and delivery of grant and/or contract projects. They are charged with overseeing BCGP's education programs and supervising staff (including adult education classes, Better Bike Share Partnership, Bicycle Coalition Youth Cycling, Bike Nice, Women Bike PHL), share resources, and expand awareness of the work happening around the region. They are also charged with fundraising for these programs, including from but not limited to foundations, major donors and agency contracts. The Education Director will report to the Executive Director and serve as a member of the management team. The ideal candidate is a well-organized, detail-oriented, and a resourceful individual with strong communication skills who enjoys a workplace that is fast-paced and varied. The Education Director must be able to communicate effectively both verbally and in writing to help the organization to achieve its goals.

ABOUT THE BICYCLE COALITION OF GREATER PHILADELPHIA

For the past forty-six years the Bicycle Coalition of Greater Philadelphia has advocated for better bicycling infrastructure, access, and opportunity – promoting safety and community health. Our small staff come from many walks of life, but everyone here shares the same passion: making bicycling a safe and fun way to get around for anyone in Greater Philadelphia. We work hard to improve bicycling for all people, but we do not lose sight of the fact that *bicycling is fun*.

Annual Salary: \$50,000 - \$55,000



KEY RESPONSIBILITIES

Strategic Leadership

- Collaborate with colleagues to solve problems with programming, budgeting, and scheduling.
- Explore expansion options for BCGP's education and organizing work and propose new initiatives, projects, and funding sources.
- Develop, plan, promote, implement, and evaluate a wide-range of education, and organizing-related events and programs.
- Measure and track program impact, performance, relevancy, and effectiveness of assigned programs for reports to foundations and Strategic Plan tracking.
- Ensure that various parts of the department are working together and integrating the different components of our programs' work.
- Keep up-to-date on local, regional and national policies and trends regarding bicycle education.

Contract Work and Funding Opportunities

- Respond to and meet with lead organizations regarding new contracts and work deliverables for existing contracts.
- Organize, recruit and manage BCGP staff and interns to assist with work deliverables.
- Research, write, and report on programmatic grants. Compile monthly reports, while managing contract metrics and goals.
- Support program data collection and analysis.

Organizational Teamwork

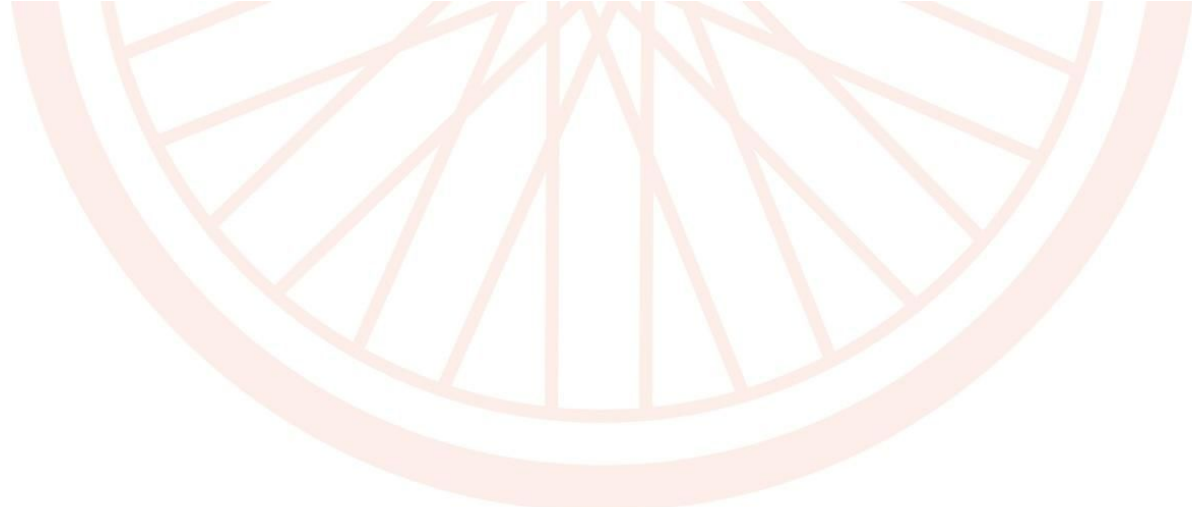
- Oversee development and execution of BCYC, BBSP, Bike Nice, Women Bike PHL and all education programming.
- Respond quickly to emails, attend regular staff meetings, and keep regular records.
- Attend board meetings, staff retreats, and conferences as requested.
- Respond to requests from your supervisor for special projects, as needed.
- Participate in fundraising efforts for the organization, to sustain this position, and to grow the education department.



- Work as a team player to fulfill the mission and goals of the Bicycle Coalition of Greater Philadelphia.
- Other responsibilities as assigned.

Knowledge, Skills, and Abilities

- 3-5 years of experience in education, non-profit management, or a combination; experience in grant writing, data analysis, supporting events and managing multiple priorities. Ability to ride a bike and teach others.
- Masters Degree in Education, Planning or Organizational Management preferred.
- Basic understanding of BCGP's mission, vision, values, programs and services. Ability to articulate, promote and model the organizational mission, vision and programmatic goals, and strategic plan.
- Ability to tailor messaging and communicate effectively with staff, community members, other non-profits, media outlets, employers, government, donors, foundations, etc.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse community partners and members of the public.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Ability to effectively manage competing priorities and multiple tasks.
- Ability to use a variety of common software programs including Salesforce, Microsoft Office, G Suites, and social media platforms.
- Experience in personnel and project non-profit management and meeting facilitation.
- Problem solving skills, creativity, flexibility and self-motivation.
- Ability to recruit, motivate and structure work for volunteers.
- Valid Driver's License and ability to lift upwards of 50 lbs.
- Experience riding a bicycle for transportation.
- Fluency in second language preferred.
- Willingness to work after hours and weekends when necessary and ability to work independently.



APPLICATION INSTRUCTIONS

Interested Candidates should send a resume, cover letter and three references to search@bicyclecoalition.org. Please include in subject line "BCGP Education Director" by no later than Wednesday, August 29th at 5 PM.

*A background check will be required for persons working in the Coalition's offices.

**Please no phone calls.

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.