

April 25th, 2022: For Immediate Release

The Board of Directors of the New England Mountain Bike Association (NEMBA) is pleased to announce the opening for submission of applications for the position of Executive Director. Applications accepted through June 1st, 2022 will receive immediate review. The position will remain open until filled. Please send your resume, cover letter, and any supporting materials in PDF format to [hiring@nemba.org](mailto: hiring@nemba.org).

About NEMBA

Founded in 1987, the New England Mountain Bike Association is a community of mountain bikers whose mission is to create epic riding experiences, preserve open space, and guide the future of mountain biking in New England. Our primary focuses are Trails, Advocacy, & Community. We strive to build an organization that represents the diverse trail community.

We are a recreational trails advocacy organization of 32 chapters throughout New England with over 8,000 members. Our mission is to promote the best that mountain biking has to offer, steward the trail systems where we recreate, and preserve open space. NEMBA was the first mountain bike advocacy organization in the nation to purchase an endangered parcel of land for the purpose of preserving it as open space for recreation. We are an educational, 501(c)(3) non-profit.

We work with key local and state level leaders, agencies, and land managers to advocate for mountain biking and allow the opportunity for our members to give back to the trails and the sport they love.

NEMBA, in association with its local chapters, leads nearly a thousand mountain bike rides a season, puts on various skills clinics and trail building schools, and advocates for equitable mountain biking access to recreational trails. We put on hundreds of trail building and maintenance events in scores of parks resulting in thousands of hours spent improving the places we ride. We also organize a multi-day mountain bike festival.

National Search

NEMBA is hosting a national search for an Executive Director with the vision and enthusiasm to continue the positive momentum for our organization. This position is responsible for the organization's operations, programs, strategic plan, and fundraising initiatives for the execution of NEMBA's mission. The Executive Director is the public face of NEMBA, and therefore has the primary responsibility for representing the organization to those within the mountain biking community and beyond. As lead ambassador, the Executive Director must possess the enthusiasm and drive to improve mountain biking in New England.

TEAMWORK MAKES THE DREAMWORK

- The Executive Director (ED) works with NEMBA's Board of Directors Executive Committee (EC) to enact the course as set by the Board of Directors.

- The ED is responsible for oversight of all staff. NEMBA's staff team is now composed of: Membership & Outreach Director, Events Director, Chapter & Volunteer Coordinator, Operations Coordinator, and Community Engagement Coordinator.
- The successful candidate will be a resource for land managers and stakeholders throughout New England.
- The ED will be the main point of contact and crucial resource for Chapter Leadership, collaborating to solve regional issues as they arise.

THE LAY OF THE LAND

- Currently based in CT, but can be geographically flexible within New England.
- Salaried position. Full time, year-round position; discharge of duties will require meetings outside of regular work day hours, including on weekends.
- Local travel within New England is required on a frequent basis.

OVERALL RESPONSIBILITIES

- Strive to build and maintain an organization that is welcoming to all and as diverse as the community it represents.
- Manage and create relationships with land managers, bike industry personnel, and local stakeholders.
- Implement NEMBA's strategic plan, keeping the Board of Directors apprised of progress and issues.
- Secure varied funding sources to enable NEMBA to accomplish educational and trail growth objectives. Diversify funding sources to ensure the health of the organization.
- Fulfill NEMBA's organizational and mission objectives.
- Maintain compliance with applicable regulations and laws governing 501(c)(3) organizations.
- Coordinate and activate the Board to accomplish goals as laid out.
- Oversee staff to provide effective guidance and promote a collaborative work environment.
- Work with, provide support to, and be a resource for NEMBA Chapter volunteers across all NEMBA Chapters.
- Organize, coordinate, and execute the annual NEMBAfest celebration, engaging 4,000 participants including 90+ vendors, in addition to hosting numerous smaller-scale annual NEMBA events.
- Actively engage and energize volunteers including event committees, partnering organizations, and funders.

ADDITIONAL RESPONSIBILITIES

- Maintain an awareness of the issues impacting mountain bike recreation outside of New England by reviewing publications, peer discussions and keeping abreast of national issues.

- Able to fulfill work assignments during evenings and weekends; and to travel as required.
- Perform other duties as requested.

Working with Key Constituents - This is about partnerships.

NEMBA MEMBERS

- Understand the value proposition that NEMBA offers to our members and sponsors. Constantly look for ways to increase tangible value for them.
- The BIG IDEAS are important - but come prepared with a vision of the pathway to get NEMBA from point A to point B.
- The ED is the communication hub for our chapter leadership and point person for problem solving at the local level. The applicant should be adept at quickly understanding issues and implementing creative solutions.
- Represent NEMBA and the mountain bike community at meetings, events and activities as appropriate. Be the authoritative voice for mountain biking interests in public forums.
- Communicate through various social, digital and traditional media channels (including our newsletter, Singletracks) to inform and activate membership.
- In coordination with chapter leadership, develop and maintain strong relationships with land managers. Expand those relationships into new regions, agencies or partnerships to ensure mountain bike access is protected where allowed and gained where unreasonably disallowed.
- Continue to build positive and supportive relationships with a diverse set of partners including recreation nonprofits, conservation organizations and the bike industry. Leverage common interests with partner organizations to support NEMBA's mission.
- Expand ongoing legislative and lobbying efforts to build relationships and educate local and state lawmakers on the many benefits of mountain biking for their constituents.
- Educate mountain bikers on courtesy, safety and respect for the trails as well as other user groups.

THE BOARD, TREASURER, AND COMMITTEES

- Maintain communication with the Board of Directors: prepare quarterly ED Reports, coordinate with the Finance and Executive Committees on a regular basis and other Committees as activated.
- Coordinate and plan logistics for quarterly Board Meetings.
- Activate the knowledge and talents of Board Members in service of NEMBA's mission.
- In consultation with the Treasurer and Finance Committee: develop and revise the annual budget to maximize program success and ensure the financial health of the organization.
- Analyze and inform the board of any potential financial risks.

- Develop and implement an ambitious yet achievable fundraising plan including strategies to cultivate diverse funding sources.
- Work with the Board to set and achieve goals relating to the major donor program and corporate sponsorship program.
- Identify and pursue targeted public and private grants.
- Negotiate and administer all insurance quotes, plans, competitive bidding and renewals.
- Formulate and implement strategies for continued membership growth.

THE STAFF

- Cultivate a professional, collaborative atmosphere for NEMBA's staff.
- Empower staff to act autonomously as much as possible.
- Carry out all management details including the creation and implementation of staff policies, a robust onboarding and orientation program, complete with performance reviews, training and mentorship. Partner with staff to identify growth and development opportunities.
- Oversee personnel and payroll specifics such as time tracking, contracts, benefits, interviews and promotions.

STILL NOT SURE IF THIS IS YOU?

Our ideal candidate is an active mountain biker, with a passion for all things mountain biking: growing the sport, the industry, the culture, and creating mountain bike friendly communities.

WORK EXPERIENCE

FINALISTS WILL POSSESS A PROVEN TRACK-RECORD OF:

- Communicating effectively with a wide range of stakeholders through diverse formats (digital, in-person, letters, text, email, phone).
- Demonstrating success in executive level management of a nonprofit organization of comparable size.
- Working independently in a fast paced, constantly changing environment, while multi-tasking and calmly prioritizing competing issues under pressure.
- Building and maintaining relationships and access within the mountain bike industry and community.
- Collaborating with a Board of Directors (or a similar executive advising body) to positive results.
- Taking an action-oriented, entrepreneurial, adaptable, and highly organized approach to business planning.
- Working effectively in collaboration with diverse groups of people. You possess stellar interpersonal communication skills.
- Anticipating problems and promoting proactive solutions to drive impactful change.

BASIC QUALIFICATIONS

- Five years of management or supervisory experience.
- Three years experience working with volunteers.
- Prior experience working with a non-profit organization.
- Knowledge of outdoor recreation and community engagement coupled with a solid understanding of outdoor recreation advocacy issues, state land management agencies, and sustainable trail design and construction techniques.
- Strong marketing, public relations, and/or merchandise design experience.
- Proficiency with the use of modern technologies such as the Internet/web, database management, Google Suite, Microsoft Office and social media platforms.
- Valid driver's license and reliable transportation for travel throughout New England as required.
- Degree in a related field of study (Management, Environment Science, Communications or Marketing) is a plus.

PHYSICAL REQUIREMENTS

- A passion for the sport is required for this position. You will be outside on the trails with others!
- Able to sit or stand in an office setting.
- May need to reach, climb, balance, crouch, and stretch as needed in execution of duties.
- Ability to lift up to 20 pounds.
- No difficulties with typing or repetitive motion.
- Ability to withstand inclement weather conditions for outdoor events.

OFFERINGS

Base Salary Range - \$80,000 to \$90,000 annually, commensurate with experience. Full-time, exempt position.

Health Care Stipend of up to \$300/month.

15 days PTO annually, plus 8 holidays.

HOW TO APPLY

Please send your resume, cover letter, and any supporting materials in PDF format to hire@nemba.org.

Position will remain open until filled. Applications received by June 1st, 2022 will receive immediate review.

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