



Job Announcement: Executive Director, Central Oregon Trail Alliance

Overview

The Central Oregon Trail Alliance (COTA) seeks a positive, visionary, and team-oriented leader to fulfill our mission to develop, protect, and enhance the mountain bike experience in Central Oregon through trail stewardship, advocacy, collaboration, and education. Our Executive Director will share and embrace our vision of a robust and diverse mountain biking experience that will endure for generations.

The Executive Director will support and work closely with the leadership of the six COTA Chapters and report to the 15-member Board of Directors to ensure sound financial management while maintaining a safe and enjoyable work environment for COTA's employees and volunteers. The Executive Director will serve on COTA's Executive Committee, which includes the Chairman of the Board, the Secretary, and the Treasurer. The specific requirements and duties of the position are detailed below:

Program Coordination and Planning (25%)

- Provide leadership in COTA's trail building and maintenance efforts such that Central Oregon continues to be one of the premier places to ride
- Work closely with the leadership of COTA's six Chapters and the Board to plan, implement, and evaluate COTA's programs
- Manage COTA's membership programs
- Execute the Strategic Plan and ensure that it is reviewed and updated annually
- Ensure that COTA's programs contribute to its mission
- Assure that COTA is a sustainable organization that is not key-person dependent for its ongoing operation
- Oversee the planning, implementation, execution and evaluation of special projects
- Excite our volunteers, grow our volunteer capabilities, and coordinate volunteer activities

Development (25%)

- Engage, educate and support the Board to diversify, stabilize and increase funding for the organization

- Work closely with the Executive Committee to research funding sources, develop fundraising plans, meet with donors, and write and submit grant proposals
- Establish positive relationships with potential funders and sponsors
- Cultivate and solicit major donors

Communications and Community Outreach (15%)

- Ensure newsletters, social media, web content, brochures, press releases, and other media are delivered as scheduled and align with COTA's messaging and graphics standards
- Develop a more robust COTA merchandise program
- Evolve community educational campaigns on topics including trail etiquette, trail building and maintenance, and new trail construction
- Lead community outreach efforts and solicit community input (through comment cards, Google polls, surveys, etc.) on topics such as e-bikes, one-way trails, and wilderness
- Assist the Board to increase COTA's name recognition within Central Oregon and beyond

Advocacy and Partnerships (15%)

- Meet with land-use management agencies in Central Oregon (i.e., USFS, BLM, County, others) on a one-on-one basis at least annually to discuss priorities, projects, and strategies to ensure continued trail access and increased mountain bike riding opportunities
- Collaborate with other Oregon mountain biking organizations and participate in conferences and meetings convened by the Oregon Mountain Biking Coalition (OMBC)
- Co-act with other local trail stewardship organizations (e.g., Sisters Trail Alliance) and user groups (e.g., runners, hikers, horse riders) on appropriate projects
- Continue to build positive and supportive relationships with a diverse set of partners including recreation nonprofits, conservation organizations, industry, and land managers to further support COTA's strategic plan initiatives and objectives.
- Represent COTA at community events and stakeholder meetings including the Deschutes Collaborative Forest Project (DCFP)

Financial Management (15%)

- Work with COTA's Executive Committee to develop a comprehensive annual budget and a five-year spending plan
- 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 monthly financial reports
- Ensure that COTA has adequate insurance to protect its programs and people and complies with all federal, state and local laws regarding employment and tax withholding

Other (5%)

- Undertake other duties as may be necessary for organizational success

Qualifications

1. College degree (or equivalent) and a minimum of 5 years of relevant experience
2. Nonprofit and executive-level leadership experience highly desirable
3. Outstanding written and verbal communication skills
4. Exceptional interpersonal skills with the ability to inspire and motivate others
5. Must be able to balance competing objectives and possess excellent time and project management skills
6. Experience in fundraising, marketing, and an understanding of outdoor recreation advocacy issues is preferred
7. Proficient in MS Office, google docs, social media applications, and other relevant computer applications
8. Trail design and construction experience is highly desirable
9. Mountain biking experience and a passion for COTA's mission and vision is essential

Values

1. Integrity - Acts with honesty in all endeavors
2. Learning - Curious and open-minded
3. Excellence - Ensure that COTA is seen as the best at what we do
4. Teamwork - Lead a diverse team to make COTA greater than the sum of its parts
5. Inclusiveness - Recognize and utilize the skills of everyone involved
6. Transparency - Always operate in the most open manner
7. Financial Stewardship - Spend our donors' money wisely

Hours: Full-time

Compensation: \$65,000-80,000 depending on qualifications and experience, plus a stipend for benefits

Location: Bend, OR

To Apply: Please email a cover letter and resume in PDF format by August 26, 2020 to HR@cotamtb.com

(July 27, 2020 posting date)