



Job Description:

Pedaling Minds Director of Operations

Are you driven to help small organizations do good work, very organized, and motivated to ensure families in all communities can ride bikes? If this speaks to you, please consider this part-time opportunity!

Pedaling Minds

Pedaling Minds is a 501(c)3 non-profit organization founded by Olympian Mike Friedman. Our mission is to help every person have fun riding a bicycle with control and confidence. Established in 2017, thus far Pedaling Minds has helped over 1,500 children ride bikes. We believe riding bikes is a powerful and positive influence in anybody's life. From individual confidence to special family memories, riding changes lives for the better. Yet many people don't know how to ride a bike, or they struggle to learn and never really attain the confidence needed to make riding a lifelong practice. We specialize in helping riders overcome these problems. And we are excited to be in a growth and expansion phase!

Pedaling Minds has big plans. In the next few years, we hope to centralize our operations into a permanent location, create a series of satellite training locations, establish a digital platform for lessons, and create a training program for aspiring coaches. All our activities are focused on elevating our core competency: building confidence and the skill set to enable a lifetime of riding.

We are currently looking for a part-time Director of Operations. This individual will work with our executive committee and in particular our Director of Programming and Director of Impact to manage the day-to-day operations successfully. We are interested in individuals with local non-profit experience and who have a demonstrated record of successfully running small and expanding teams. Additionally, our Director of Operations will familiarize themselves with our existing policies and procedures in order to develop new ones as the organization grows. Our organization is at a pivotal point; we are scaling from operating with 2-4 persons to an organization with 6 staffed departments, we are increasing geographic spread, and we are ready to execute a growth plan that includes adding new and exciting elements to our existing

outputs. The Director of Operations will directly oversee our a) outreach efforts to underserved communities using our diversity, equity, and inclusion principles; b) legal affairs with a pro-bono lawyer; c) board of advisors, and d) efforts related to HR. There are many chances for this role to have a significant impact on how Pedaling Minds develops going forward.

Position

Our Director of Operations must be an independent, organized, proactive, and motivated individual. While the hours are flexible, we expect all applicants to be available during the week for a set virtual meeting/s.

Specific responsibilities include:

- Overseeing daily business activities
- Defining, revising, and implementing operational policies and goals
- Contributing to organizational strategic planning
- Developing and executing new growth directives
- Monitoring and evaluating organizational efficiency and strategic growth through accurate, trackable, and timely analyses
- Providing guidance to the Finance Dept. for budget creation
- Implementing organizational budget
- Tracking growth and budgets with the finance team
- Developing and implementing employee evaluation performance with the other executive leads
- Ensuring appropriate support of all departments
- Hiring and retaining a diverse, qualified staff and volunteers by providing career coaching, growth, and personal development for workers
- Overseeing outreach activities to underserved communities, legal, and HR
- Overseeing and reporting on the organization to the advisory board

Requirements

- Demonstrated experience with developing (non-profit) organizational policies and procedures, setting operations objectives, and tracking goals
- Demonstrated success managing small and expanding teams
- Ability to be autonomous, supportive, and maintain a growth mindset
- Positive attitude
- Be a fast and enthusiastic learner

- Be reliable and take initiative
- Comfortable with various digital platforms for group meetings
- Able to communicate clearly and effectively with a variety of audiences

Additional skills we are interested in, but which are not required:

- Understand working with kids, primarily in the 6-10 age range
- Experience using multiple online tools, such as Google Drive, Trello, Google Meet, Toggl.

Work dates and locations

The work can be performed remotely; however, applicants will need to attend in-person meetings with the executive team on a quarterly basis in and around the Boulder/Denver and Front Range area. This is a part-time job with a starting load of 15h/week. Hours are expected to grow over time. The specific work times are flexible but participation in team meetings during the work week (M-F, 9AM-5PM) is expected.

Pay and Employee status \$1,500/monthly starting rate, as a W-2 employee (no paid time off and no benefits, at this moment)

Interested?

If you are interested in the position, please submit a CV or resume and a brief letter about why this job is interesting and why you would be a good fit for the position. Please send these items to Lindsay@pedalingminds.org and Noemi@pedalingminds.org. For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>