

Full-Time Staff Opening: Director of Bike Walk Tompkins

The Center for Community Transportation is seeking a new Director of Bike Walk Tompkins. This is an opportunity for a confident person with a professional outlook to join a local mission-focused organization in making Ithaca and Tompkins County a community where walking and biking are safe and convenient for people of all ages and abilities. Ithaca is a lively community located in the Finger Lakes region in upstate New York with a friendly, small-town atmosphere (population: 31,755). Ithaca is strongly influenced by its thriving academic community and showcases many of the progressive qualities of a larger metropolitan area. Ithaca has a robust public transit system, a locally based carshare system, and is a very walkable city as well as a Bronze level bike-friendly community as designated by the League of American Bicyclists.

What We Do

Bike Walk Tompkins (BWT) is a growing active transportation advocacy and education program guided by its newly minted Bicycling for Everyone Action Plan (<https://everyone.bikewalktompkins.org>). Bike Walk Tompkins has been responsible for:

- Twice-a-year open streets festivals called *Streets Alive!* Ithaca;
- Ithaca Bike Champions ambassador program through which motivated cyclists are trained to extend the reach of BWT programming into their communities;
- Events throughout the year (winter included!) that inspire walking and bicycling such as film festivals, bike rides, workshops, and classes; and
- Collaborative advocacy with community stakeholders and governments to improve and implement active transportation policies and infrastructure.

Bike Walk Tompkins is a program of the nonprofit Center for Community Transportation (CCT), which also includes Ithaca Carshare and Backup Ride Home. The Center for Community Transportation works to increase community access to transportation while reducing its environmental and economic impacts.

What You Will Do

Bike Walk Tompkins is a small program with a large impact. While the Director will fill a variety of roles, the position is also flexible depending on the skills and abilities of the staff team as a whole. The BWT Director reports to the Executive Director of CCT and is guided by the BWT Steering Committee.

Required

- **Advocacy:** become the leading voice in local active transportation advocacy.
- **Supervision:** supervise 2-5 other staff (number fluctuates seasonally).
- **Budgeting & Financial Planning:** manage BWT's mostly grant-based \$250,000 budget and participate in organizational financial planning.
- **Grant Writing:** pursue future funding opportunities, manage grants and fundraising, and ensure that all reporting requirements are met.
- **Project Management:** oversee the implementation of the Bicycling for Everyone plan and its associated actions.

(continued on next page)

What You Will Do (continued)

Desired

- **Management of Larger Projects:** potentially lead efforts to establish a bikeshare program in Ithaca and/or develop a community bike center.
- **Volunteer Management:** leverage the energy of interested volunteers to expand the organization's capacity and impact.

What We Need

Our ideal candidate is:

- Energetic, enthusiastic, and willing to learn and grow in the position;
- Familiar with and/or has lived experience with a broad range of transportation modes, in particular walking and cycling for transportation;
- Experienced in bringing a diversity of voices into the conversation, especially Black, brown, and other people of color, women, youth, seniors, the LGBTQ+ community, and people with disabilities;
- Committed to anti-racism efforts personally and professionally;
- Excited about working for a dynamic organization that serves a cross-section of the community in Ithaca and Tompkins County;
- Personable, with strong verbal and written communication skills, and able to tell compelling stories from qualitative and quantitative data;
- Able to maintain optimism and good working relationships through public disagreement or conflict;
- Confident, a quick problem solver, and able to be both firm and flexible as appropriate;
- Comfortable with the flexible duties and schedule that come with being part of a small but strong team, and willing to "jump in" and get their hands a little dirty from time to time;
- Proficient using a smartphone, computers, Microsoft Office, Google Drive, and similar tools;
- Reliable with minimal supervision; and
- Equipped with a good sense of humor.

Salary and Benefits

This position is 35-40 hours per week with a starting salary range of \$48,000-\$55,000, commensurate with experience and position. Benefits are available, including a transportation package, retirement, and flexible and generous paid time off/vacation, among others. Health insurance options are available.

How to Apply

Please submit a resume, cover letter, and contact information for two references via email to CCT Executive Director Jennifer Dotson at jennifer@the-cct.org. Questions about the position and application process can also be directed to that address and will be fielded by the hiring committee. Applications will be accepted on a rolling basis with an ideal start date in April 2021. The Center for Community Transportation is a certified Living Wage employer and is committed to increasing the diversity of staff, leadership, and membership from underrepresented communities.