



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 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 ensuring 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
- Assure that COTA is a sustainable organization that is not key-person dependent for its ongoing operation
- 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, cultivate, and solicit major donors, and write and submit grant proposals

Communications and Community Outreach (15%)

- Ensure media outlets and public relations have a consistent look, message, and frequency.
- 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

Advocacy and Partnerships (15%)

- Meet with land-use management agencies in Central Oregon regularly to discuss priorities, projects, and strategies to ensure continued trail access and increased mountain bike riding opportunities
- 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.

Financial Management (15%)

- Work with COTA's Executive Committee to develop a comprehensive annual budget and a five-year spending plan
- Develop financial best practices and manage the organization's funds using those practices

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

Compensation: Competitive salary plus expenses, benefit stipend

Hours: Full-time

Location: Bend, OR

To Apply: Please email a cover letter and resume in PDF format to HR@cotamtb.com