



Operations & Trail Development Director

Local Motion is a Greater Burlington VT non-profit organization promoting walking, bicycling, running, inline skating and the facilities that make such travel safe, easy and fun! Founded in 1999, our membership organization is going through an exciting growth phase as we expand our popular initiatives such as Safe Routes To School, Bicycle Recycle Vermont, trail development, bike ferry service, our Trailside Center, an online trail finder, and many outreach events. Building an active culture of bicycling and walking in Northwestern Vermont is the unifying passion of our 8 year-round and many part-time employees, our 14-member Board and our 1,000+ area members.

Reports to: Local Motion's Executive Director

Directly Supervises: 5-7 including Ferry Manager/Island Line Coordinator, Marketing Manager, Bike Recycle Vermont Manager, SR2S Co-Coordinators

Classification: Permanent, full-time position with opportunity for growth

Pay: Salaried position, \$32-40,000 DOE

Benefits: Limited medical coverage, vacation, and other benefits as described in Local Motion's Personnel Policies

RESPONSIBILITIES:

Direct the day-to-day operations of the organization

- Oversee 6 of Local Motion's 7 dynamic programs (everything but fundraising)
- Supervise, support, evaluate and foster career growth of program managers
- With program managers, set, monitor, and deliver on annual goals for each program
- Work to enhance the effectiveness, financial position, and visibility of existing Local Motion ventures
- With participation from LM's Finance Manager, maintain systems for grant reporting and financial performance reports among all programs
- Foster an environment of fun and entrepreneurship among staff
- Have a strong, close-working relationship with the Executive Director and Strategy Committee to whom performance reports and new venture proposals are regularly provided

Lead Local Motion's Facility Development program

- Directly manage the Facility Development program (Island Line, Close The Gaps campaign, project and trails advocacy, etc.) and Facility Development staff
- Position Local Motion as a partner in the region's bike/walk/trail successes
- Engage towns, constituents and other stakeholders in setting our agenda and participating in accomplishing it
- Flesh out strategic opportunities within Facility Development for presentation to Executive Director and Strategy Committee
- Manage Local Motion Future Fund grant program

Interim Executive Director (temporary 5 month period)

- After a good transition period, serve as the organization's Interim Executive Director during the Executive Director's 5 month sabbatical
- Serve and staff the Board of Directors
- Staff Board committees (Leadership, Fundraising & Finance, Strategy)
- Supervise the Fundraising program and program staff
- Continue initiatives managed by Executive Director

QUALIFICATIONS:

- Three plus years of program management and employee supervision experience required
- Experience in either transportation planning, engineering or advocacy required
- Commitment and ability to build the organization's capacity and management systems
- Ability to manage in a team-oriented, fast-paced, visionary environment
- Enthusiasm for walking, bicycling and trail issues a must
- Solid interpersonal, communication, and computer skills
- Volunteer service or community involvement a plus
- Ability to attend occasional night meetings – no more than once a week

Local Motion is an equal opportunity employer. Women and people of color are encouraged to apply.

TO APPLY:

Submit cover letter, resume and 3 references to Executive Director Chapin Spencer at chapin@localmotion.org. A full job description is posted at www.localmotion.org.

Application deadline: December 15, 2006.