



Developing life-long cyclists one ride at a time.

DEVO Executive Director – 2017 Job Description

Adopted by the Board of Directors on July 12, 2017

The Durango DEVO Executive Director (ED) reports directly to the Board of Directors (Board) and is responsible for supervising and supporting the Upper Level Program Manager and the DEVO Jr. Program Manager, acting as liaison to the Board, and managing all administrative functions of DEVO, public relations, sponsorship, and fundraising.

This position is a year-round leadership position hired by the Board of Directors, working in harmony with the Upper Level Program Manager and the Devo, Jr. Program Manager towards the greater good of the Devo Nation. Conflicts concerning athletes and/or parents are to be addressed in the order as follows: [1] to the head coach of the athlete's group; [2] to the Upper Level Program Manager; then, [3] to the Executive Director; and [4] to the Board of Directors. Conflicts between the ED, Upper Level Program Manager/Head Coach and/or the Devo, Jr. Program Manager are to be brought to the attention of the board of directors' grievance committee which will evaluate the matter and refer the matter to the full board, if necessary. The Executive Director may be terminated only by the board of directors.

RESPONSIBILITIES

Financial:

- Create an annual budget for the Board's consideration and adoption;
- Provide the Board with financial reports monthly and upon request;
- Oversee financial health of DEVO;
- Oversee bookkeeping responsibilities (banking, accounts receivable, accounts payable, quickbooks);
- Ensure proper tax filings and payments;

Administrative:

- Meet regularly with the Board;
- Organize, schedule and prepare necessary agenda and paperwork for board meetings monthly;
- Be actively involved with the solicitation of new board members;
- Meet at least weekly with the PMs during the active DEVO season which is March through October-November;

- Create, maintain, and implement policies and codes of conduct;
- Obtain and maintain insurance policies (liability, workers comp, auto, directors and officers, etc.);
- Obtain and maintain permits for all rides, camps and trips;
- Coordinate all aspects of Human Resource functions, including payroll, workers compensation, unemployment, proper HR paperwork filings, etc.;
- Manage rider registration process with Devo Jr. and Upper Level Program Managers;
- Organize and clean office space;
- Manage ordering and sales of DEVO jerseys, hats and other logo items;

Managerial:

- Oversee and support the DEVO Upper Level PM and the DEVO Jr. PM, subject to the direction of the Board;
- Be responsible, with input from the Board, the PMs and the coaches, for implementing DEVO's mission and philosophy;
- Recommend termination of a coach, when appropriate, for consideration by the Board;
- Meet regularly with the PMs during the active DEVO season (March to October);
- Meet with PMs at the end of the season to create a season wrap up/evaluation for the Board;

Event Organization:

- Assist the Upper Level Program Manager with the organization of Top Secret Training Camp which takes place in April annually;
- Organize Coaches Training Seminars, with assistance from PMs;
- Organize all other DEVO events, including fundraising (Bikes and Bash, Fun Race, etc.), with assistance from PMs;
- Assist Upper Level Program Manager head coach with the organization of the Town series;

Public Relations:

- Discuss parents' concerns and questions that are not addressed by the coaches and PMs;
- Advocate for and represent DEVO's philosophy and mission statement;
- Oversee or assist with communications, social media and DEVO website;
- Advocate for DEVO's interests (e.g., attending public meetings on topics in which DEVO has an interest, writing letters, attending other bike-related meetings and events);
- Maintain positive relationships with sponsors and strategic partners (e.g., bike shops, Trails 2000, school district, City of Durango, etc.)

Fundraising:

- Manage and cultivate sponsorships, grants, fundraising partners and sponsor relations;
- Organize all aspects of the Bike Swap;

Other:

- Other duties and tasks as may be directed by Board to further the DEVO's programs and mission
- Fulfill the Director Performance Objectives adopted by the Board