

Executive Director Job Description — The Bike Connector

Location: Lowell, Massachusetts

Position Type: Full-Time, Exempt, 100% in-person

Reports to: President of the Board of Directors

About The Bike Connector

The Bike Connector is a community-based nonprofit in Lowell, Massachusetts dedicated to expanding access to safe, affordable, and sustainable transportation. Through bicycle donations, bicycle repair, education, youth development, volunteerism, safety programming, and community partnerships, we empower people of all ages to use bicycles for mobility, independence, environmental stewardship, and fun.

Our mission is to provide the Greater Lowell Community with safe and affordable bicycles.

We achieve our mission by:

- Recycling donated bicycles and bicycle parts;
- Teaching bicycle repair and maintenance skills; and,
- Educating children and adults about bicycle safety.

Since its inception in 2020, The Bike Connector has refurbished and distributed over 10,000 bicycles.

We welcome everyone and partner with non-profit and civic organizations who help us identify people in need of bikes. Some examples of our community partners include Lowell Public Schools, Headstart, Veterans Affairs, International Institute of New England, Girls Inc., iCanShine, Community Teamwork, YMCA, Coalition for a Better Acre, Lowell Senior Center, and Dwelling House of Hope. Through partnerships we serve students, families, immigrants, seniors, unhoused people, people in recovery, people in reentry, and people with disabilities.

Position Overview

The Executive Director (ED) is the organizational leader of The Bike Connector. This individual reports to the President of the Board of Directors and works closely with the Board of Directors, providing vision and operational leadership as the organization grows. This position requires strong leadership skills, a commitment to community-based work, and a passion for bicycle access and equity. The ED will oversee daily operations, manage staff and volunteers, drive fundraising, deepen community partnerships, and ensure the organization's long-term sustainability.

Key Responsibilities

Leadership & Strategic Direction

- Lead the implementation of The Bike Connector's mission, values, and strategic goals.
- Work with the Board of Directors to develop strategic plans, annual goals, and organizational policies.
- Foster a collaborative, inclusive, and mission-driven culture among staff and volunteers.

Fundraising & Community Relations

- Develop and execute an annual fundraising plan.
- Cultivate and maintain relationships with donors, foundations, and local businesses.

- Build and sustain strong partnerships with schools, nonprofits, civic agencies, businesses, and neighborhood groups.
- Identify grants and funding opportunities.
- Oversee grant proposals and required reporting.
- Oversee fundraising events and donor stewardship efforts.
- Manage The Bike Connector's CRM software including data entry and reporting.

Program Management & Community Engagement

- Oversee all programs, including bicycle donations, bicycle collections, Earn-Your-Bike, Fix-Your-Bike, annual spring bike sale, education, bike rodeos, youth initiatives, bike giveaways, and community outreach.
- Ensure program quality, effectiveness, and alignment with mission and community needs.
- Represent The Bike Connector at local, regional, and national events, coalition meetings, and media opportunities.
- Identify opportunities for growth.

Operations & Administration

- Develop a plan to secure additional space for education, bicycle repair, bicycle intake, retail, and community programming.
- Oversee compliance with nonprofit regulations.
- Oversee safety and risk management policies and procedures.
- Oversee CORI process for staff and volunteers.
- Maintain accurate records, reporting, and documentation.
- Maintain IT infrastructure and identify new technologies.
- Maintain the Post Office box and oversee package/mail shipping and receiving.

Financial & Organizational Management

- Develop and manage the annual budget in collaboration with the Board and staff.
 - Draft budget is due to the Board on November 1st for the fiscal year beginning January 1st.
 - Final budget is due to the Board during the annual meeting in December.
- Monitor and report on financial performance, revenue, and expenditures.
- Reconcile monthly bank statements with the assistance of a bookkeeper.
- Ensure strong internal controls, financial transparency, and responsible resource management.
- Prepare quarterly financial and operational reports for the Board of Directors.
- Ensure compliance with nonprofit requirements, including an annual audit and submission of an annual 990 tax statement if required.
- Develop a cash management plan and process.

Staff & Volunteer Management

- Recruit, train, supervise, and support staff, interns, and volunteers.
 - Current staff - 3 part-time employees including a shop manager and a weekend shop manager. The shop managers run the day to day operation of the shop.
 - Current interns - 1 part-time
 - Current active volunteers - 30
- Oversee scheduling of volunteers for events.
- Write annual performance reviews for direct reports (shop managers). Write performance reviews for interns as required.
- Manage bi-weekly payroll process (collect, review, and submit employee time records).

- Promote a welcoming, safe, and inclusive work environment for everyone (clients, visitors, partners, volunteers, and staff).
- Provide coaching and professional development opportunities for the staff and volunteers.
- Ensure volunteer recruitment, retention, and recognition.
- Establish and participate in volunteer committees for communications, development, and finance.

Social Media & Communications

- Publish a newsletter on a monthly basis.
- Publish an annual report in January with donor recognition.
- Direct, with assistance of staff and volunteers, The Bike Connector's social media accounts.
- Maintain The Bike Connector's website.
- Maintain The Bike Connector's online business profiles (Google, LinkedIn...etc.).

Qualifications

Required

- Commitment to The Bike Connector's mission and values.
- Experience in nonprofit, community development, youth programs, or related fields.
- Experience with fundraising, grant writing, and donor relations.
- Budget management and financial oversight experience.
- Strong interpersonal, verbal, and written communication skills.
- Strong organizational skills.
- Ability to lead, motivate, and build relationships across diverse communities.
- Experience managing projects, programs, teams, and staff.
- Comfortable in a hands-on, collaborative work environment.

Preferred (not required for a first-time ED)

- Knowledge of bicycle repair, bicycle safety, active transportation, and transportation equity (or a willingness to learn).
- Prior experience working with volunteers or youth programs.
- Applicants from Lowell or familiar with Lowell and its neighboring communities are encouraged to apply.

Don't meet every single requirement?

Studies have shown that women and people of color are less likely to apply to a job unless they meet every single requirement. We are dedicated to being a diverse and inclusive organization, so if you are excited about this role but don't align perfectly to every single aspect of the job description, we encourage you to submit your resume and cover letter.

Salary and Benefits

This is a full time, exempt position.

The salary range is \$90k – \$100k, commensurate with experience.

4 weeks paid time-off (2 weeks of vacation and 2 weeks shop closure during the last week of December and first week of January).

To Apply

Please send a resume and cover letter to edsearch@bikeconnector.org with the subject line: *Executive Director Application*. Applications will be accepted through April 30, 2026.