



Executive Director Position Overview

The Common Wheel is seeking a dynamic and visionary Executive Director to lead the nonprofit organization, drive its mission, and oversee all aspects of its operations. The ideal candidate will bring a passion for cycling, a deep commitment to community engagement, and strong leadership skills to manage an impactful team. The Common Wheel currently operates retail bike shops and mission-based programs across 3 locations in Lancaster County.

The Executive Director will be responsible for strategic planning, operational management, community outreach, and volunteer coordination and will work closely with the Board of Directors to ensure the financial health and sustainability of the organization while enhancing its programs and services. This role requires a hands-on leader who is both a strategic thinker and a practical manager, capable of inspiring staff, volunteers, and community partners.

About the Common Wheel

Since the summer of 2014, The Common Wheel has been devoted to promoting biking and bike culture in the Lancaster community. In just a few years, we've impacted hundreds of lives through our classes, programs, and events.

Here is what we stand for:

- Making a positive impact on our community and culture
- Building a bike community in our special little home
- The bike-curious and seasoned veterans alike
- Getting as many people riding as possible
- Helping people realize their dreams on two wheels (or three!)
- Providing training and job opportunities to youth in our community
- Building awesome bikes, providing impeccable (and friendly) service, and selling great products that improve people's experiences
- Facilitating all of those small, revolutionary moments that bikes can create
- Providing a safe and affirming space for EVERYONE

Education and Experience

- Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field or equivalent experience required
- Minimum of 3 years of experience in a leadership role, preferably within a nonprofit organization
- Proven experience in overseeing projects from conception to completion, including planning, execution, and evaluation
- Demonstrated experience in community outreach, partnership building, and stakeholder engagement

- Experience managing day-to-day operations, including staff supervision, inventory management, and customer service, in a nonprofit and/or retail environment
- Experience in the bicycle industry or related field is a plus but not mandatory

Job Duties

Leadership and Governance:

- Provide visionary and strategic leadership to achieve the mission and goals of The Common Wheel
- Lead organizational planning and development of annual goals and objectives
- Communicate regularly and openly with the Board. Implement policies and strategic directions established in partnership with the Board. Attend and participate in Board and committee meetings
- Identify opportunities for new programs and initiatives that address community needs and enhance the impact of the organization
- Ensure compliance with all legal and regulatory requirements

Programming and Operations:

- Work with the Director of Operations to oversee daily operations, including, but not limited to personnel, operations, programs, and the physical facilities
- Delegate responsibilities optimally among staff, volunteers, and Board Committees to effectively serve the organization's clients and customers
- Ensure the delivery of high-quality programs and services that align with the organization's mission
- Oversee program evaluation, using data and feedback to inform continuous improvement
- Assist with all programming as needed

Fundraising and Financial Management:

- Provide oversight of finances and operations including, but not limited to, preparation of the budget, insurances, statements of financial position, and profit and loss statements
- Work with development staff to develop and implement an annual fundraising strategy to meet budgetary goals
- Play the primary role in the cultivation and solicitation of major gifts with donors
- Provide strategic vision for team overseeing marketing and communication efforts, including social media, newsletters, and public relations
- Assist contracted accounting firm for financial reporting, including regular updates to the Board of Directors and preparation of annual audits

Community Engagement and Advocacy:

- Advocate for cycling and active transportation infrastructure and policies that promote safe and accessible transportation.
- Build constructive, effective, and productive relationships externally with key organizations, government entities, funders, nonprofits, and local leaders
- Foster a respected image within the organization, its clients, and the general and philanthropic community

- Further the Common Wheel's reputation as a leader and collaborator in the south central PA nonprofit community

Travel Requirements and Compensation Details:

- **Travel:** Regular travel between TCW locations in Lancaster City and Columbia is required, with additional travel as necessary.
- **Time Off:** Three weeks vacation time
- **Salary Range:** \$70,000 - \$80,000, with the potential for negotiation based on experience and responsibilities.

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