

Community Bicycle Shop Program Manager

Job description

Calling Changemakers: Build a better bicycling community

Are you a leader who likes to organize team efforts for impact and social good? Are you energized by empowering others to make a difference? If so, **apply to be the Program Manager at Silicon Valley Bicycle Exchange!**

The Silicon Valley Bicycle Exchange is a Palo Alto-based non-profit community bike shop. Our mission is to reduce the waste stream, teach the art of bicycle repair, and provide valuable transportation to folks in the community. We are looking to support and grow our programs. Our program manager will work with staff, volunteers and external partners to develop impactful programs that support our mission. Since our founding, we have donated over 11,000 bicycles to charity and have run thousands of educational skills sharing events. Our community comprises a small staff and hundreds of volunteers.

In this role, you'll design, fund, initiate and operate a host of programs to bolster the bicycling ecosystem by providing safe and functional bicycles throughout Silicon Valley in schools, shelters, service organizations and sporting events. You will develop and maintain meaningful partnerships and relationships that are a cornerstone of our organization's community engagement. You will work closely with the board of directors in support of the organization's mission, long-term goals, annual plan and budget.

Program Manager job functions

- Plan, initiate and operate partnerships with schools, businesses, local government and partner non-profits.
- Apply for grants and contracts.
- Ensure a balanced flow of incoming and outgoing donations through external partnerships and outreach.
- Develop communications with stakeholders
- Generate and distribute program documentation for quarterly and annual reports
- Solve program related challenges
- Manage reporting staff within the organization.
- Work with the board of directors on drafting and managing a budget and annual plan.
- Identify and address opportunities and risks.
- Align deliverables with program outcomes and the organization's mission.

Required skills

- Excellent interpersonal skills
- People management experience
- Demonstrated capacity for team building and leadership

- Familiarity with Salesforce and other forms of CRM
- Software proficiency
- Data analysis and reporting skills
- Budgeting and resource allocation experience
- A working knowledge of the Bay Area's community ecosystem comprising agencies, schools, businesses and nonprofits.
- Time management and organizational skills
- Negotiation and conflict resolution
- Strong work ethic and self-motivation
- Cultural awareness and sensitivity

Job type: Part time with the possibility that as the program portfolio grows in size and funding level this will develop into a full time position.

Compensation: Competitive pay and benefits for the job role and sector with opportunity for advancement ranging from \$63k to \$118k per year.

The Silicon Valley Bicycle Exchange is proud to be an equal opportunity employer. We welcome people of different backgrounds, experiences, abilities and perspectives. We also understand that imposter syndrome can sometimes hold exceptional individuals back from pursuing opportunities they truly deserve. We encourage candidates to apply, even if they don't meet every listed requirement. We believe in the power of unique perspectives, and we are committed to fostering an inclusive environment where your skills, passion, and potential can shine.

To apply for this position, please submit your CV and a cover letter by emailing us at careers@bikex.org.