



International Police Mountain Bike Association Executive Director

The International Police Mountain Bike Association (IPMBA) seeks an exceptional executive to lead this dynamic association of over 2500 public safety cyclists. We provide standardized, specialized training to public safety personnel throughout the United States and Canada.

The Organization

The IPMBA was founded in 1992 by a group of police officers who recognized that, as the mountain bike began to be used as a patrol vehicle, there was a need for standardized, specialized training. By adapting a civilian cycling program, the founders created a program that combined vehicular cycling, bike-handling skills, and public safety-specific tactics and techniques. The success of early bike patrol units inspired many other public safety agencies, including those not involved with law enforcement, to incorporate bicycle units within their standard operations. Today, we provide training programs and resources designed to meet the evolving requirements of public safety personnel who operate bicycles in the line of duty. Over 75,000 cyclists have participated in IPMBA training.

Our membership is comprised of approximately 2500 public safety cyclists, the majority of whom have completed the IPMBA Police, EMS, or Security Cyclist Course. This core training is delivered by a network of approximately 700 active instructors in the United States and Canada. Our revenue is generated through membership and certification fees, conferences, and regional trainings. We are governed by a nine-member, volunteer Board of Directors and currently have one full-time staff person, our Executive Director. Our mission is to promote the use of bikes for public safety, provide resources and networking opportunities, and offer the best, most complete training for public safety cyclists. Our vision is that by continuing to develop comprehensive training programs, strengthening the instructor network, and embracing new technologies, IPMBA will continue to be the premier public safety cycling training organization and strive to incorporate the bicycle as an integral part of public safety service delivery. For more information, see IPMBA.org.

The Position

As we continue to evolve, we are seeking a dynamic Executive Director to lead our organization. Our current executive is leaving after more than 20 years in the position. Our next executive will assume leadership at a pivotal time in the field of public safety cycling and will expand the organization's training and development programs, increase the membership, oversee a technological transformation, and promote positive community relations. The Executive Director is the chief executive officer, whose responsibilities include: organizational leadership, program and event management, resource and curriculum development, external and internal communications, marketing and public relations, fiscal oversight, management of staff and volunteers, and support for the Board of Directors.

Key Responsibilities

The executive will be responsible for all key leadership functions such as:

- *Strategic Planning* - Support the Board through a comprehensive and ongoing strategic planning process. Develop and manage partnerships and programs in support of the strategic plan.

- *Governance* - Strengthen Board policies and procedures, introduce Board development opportunities, establish a deliberate approach to Board member recruitment, and build a strong and functional committee system.
- *Technological transformation* - Oversee upgrades to hardware and software systems including migration to an association/learning management system and upgrading the organization's website.
- *Operations and Human Resources* – Manage all aspects of the organization's operations including database management, calendar management, client and member relations, and HR functions.
- *Program & Project Management* - Support the development and maintenance of training programs, curriculum projects, position statements, and resource materials.
- *Event Planning* - Oversee the planning and implementation of conferences and regional training events, both to ensure access to training opportunities and as sources of revenue.
- *Marketing & Communications* – Manage marketing and public relations, website content, social media, member communications (print and electronic), and vendor relationships.
- *Membership Development* - Analyze membership patterns, conduct needs assessments, and support the Board in implementing ways to attract and retain members and contribute to their professional development.
- *Resource Development* - Diversify revenue streams through sources of non-dues revenue, including investments, sponsorships, advertising opportunities, credentialing, donations, and maintaining partner/vendor relationships. Fundraising experience is a plus.
- *Staffing & Outsourcing* - Identify functions best performed by staff and those that can be outsourced in order to build and develop an effective team. Recruit, train, and retain team members and establish positive working relationships with consultants and service providers.

Experience and Attributes

Our new executive will be a strategic and visionary thinker who will bring the following qualifications:

- Prior nonprofit executive experience
- A collaborative leader who has strong association management skills
- A highly resourceful person with a keen eye for detail
- Strong writing skills
- Experience developing and implementing a strategic plan
- Capable of leading a technological transformation
- Familiarity with cycling, adult learning, and the public safety sector
- Experience with credentialing, including aspects of training and development

The annual compensation for this position is \$90K - \$100K, commensurate with experience. Benefits are negotiable. IPMBA is headquartered in the Baltimore area and currently maintains a small office space, though we are open to the possibility of offering remote work.

Application Process

Please submit a cover letter explaining why you are a great fit for this position, and your chronological resume to IPMBA@dragonflycentral.org. IPMBA is partnering with Dragonfly Central to find our next Executive Director. For all other inquiries, please contact Ginna Goodenow at Ginna@gradonflycentral.org.

IPMBA is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.