



JOB POSTING

EXECUTIVE DIRECTOR

Salary: Full-time, Exempt. \$65-85,000 DOQ, with upward base salary adjustments, as specified near-term benchmarks are met. Generous benefits package included.

ORGANIZATIONAL OVERVIEW

Hourcar is a non-profit car sharing provider serving Minneapolis and Saint Paul. Founded in 2005 with just thirteen cars, we now have a fleet of 61 vehicles stationed in 55 locations across the Twin Cities. Hourcar is the largest car sharing operator in Minnesota and one of the largest non-profit car sharing operators in the United States.

Hourcar's mission is to provide affordable, accessible and sustainable transportation choices. We offer high quality car sharing at affordable rates and exceptional customer service. We conduct outreach through social media, community events and public speaking. As the Twin Cities non-profit car sharing provider, we are committed to expanding access to shared mobility across the Twin Cities, especially in low to moderate income areas.

Hourcar currently has seven full-time staff and a projected 2017 budget of \$850,000. Hourcar is a program of the non-profit Neighborhood Energy Connection but has its own business plan and governance and will operate independently going forward.

POSITION DESCRIPTION

The Executive Director is responsible for leading Hourcar in its mission to expand access to affordable, sustainable transportation options in the Twin Cities. The Executive Director oversees all aspects of Hourcar's operations to ensure alignment with strategic priorities and overall financial health of the organization. The E.D. is the public face of the organization and an active member of the shared mobility sector, and will lead the organization's public marketing and outreach efforts.

The E.D. will support a skilled staff team to operate the program, and support an effective Board of Directors. The E.D. will need to be comfortable working in an extremely dynamic field and is expected to grow the organization through social innovation and bold, strategic actions. The E.D. is responsible for refining and leading the organization's plans to achieve revenue goals, serving as its primary fundraiser, guiding strategic programmatic decisions, and developing and implementing long-range strategies for the organization.

RESPONSIBILITIES

Revenue Generation and Financial Management

The E.D. will develop and execute a revenue generation strategy that, first and foremost, helps Hourcar achieve financial self-sufficiency by selling more car-sharing products and services. More traditional means of non-profit fundraising, including grant writing and corporate sponsorships, will also be required for additional support for Hourcar's non-profit mission. The E.D. will create and manage a budget and manage all funds held by the organization with the support of a contract bookkeeper, ensuring appropriate fiscal management, internal controls and the ability to meet all external reporting requirements.

Community Outreach and Relationship Management

The E.D. will be the public face of the organization and create and lead outreach, marketing and relationship building efforts. This includes developing and implementing an overall communications and marketing strategy and overseeing implementation. The E.D. is expected to be a full participant in the shared mobility sector and active in local communities to identify and develop relationships and partnerships critical to meeting the organization's mission.

Organizational Leadership

The E.D. will partner closely with the Board of Directors, staff and stakeholders in the development, revision and implementation of the organization's business plan and annual work plans to meet the organization's mission and goals. The E.D. will utilize bold, strategic thinking to the implementation of the business plan and monitor the sector for trends and traps and adjust the organization's plans accordingly. This leadership includes working with low income communities on the implementation of equity strategies and partnerships to increase Hourcar's impact. The E.D. will provide effective support to the Board of Directors and be a collaborative manager of staff.

Operations Oversight

The E.D. will supervise two managers and set a culture of collaboration with all staff. The E.D. will provide a clear vision and work plan to staff and support them and hold them accountable to measurable goals and key metrics. The E.D. ensures commitment by all staff to the mission of the organization and the provision of exemplary customer support. The E.D. will ensure that the organization satisfies all legal obligations and requirements for the successful operations of the program, including creating an understanding among Board and staff of the risks and controls necessary for successful program implementation.

QUALIFICATIONS

The E.D. will bring proven leadership, fundraising, and relationship management experience.

Qualifications include:

- 3+ years of senior management experience in the non-profit sector, or similar experience in the for-profit sector
- Demonstrated knowledge and interest in shared mobility
- Strong public speaking and excellent communication skills with experience developing and implementing marketing and public relations strategies
- Entrepreneurial skills deployed in a mission-driven environment
- Experience with outcomes-based management and implementing data-driven decision-making
- Collaborative leadership style and with the ability to hire and manage exceptional staff and develop high-performance teams
- Demonstrated success at revenue generation, including successful grant-writing
- Experience developing and adhering to an operating budget of over \$500,000
- Ability to travel occasionally and work periodically on evenings and weekends if needed
- Self-directed and able to work effectively without day-to-day supervision

To Apply

Submit a cover letter, resume, and three professional references (maximum 6 pages) as one .pdf document **by 5:00 p.m. on Thursday, March 9** to be included in first screening. Position open until filled.

Email .pdf to Roger Meyer at roger@meyerconsulting.org. A confirmation email will be sent upon receipt.