



POSITION ANNOUNCEMENT

Executive Director
United States Bicycling Hall of Fame (USBHOF)
Davis, CA

THE ORGANIZATION

The U.S. Bicycling Hall of Fame is a 20 year-old organization dedicated to the preservation of the history of competitive bicycling, to recognition of the important personalities of America's competitive bicycling, and to the advancement of bicycling in the United States.

The USBHOF was founded in Somerville, NJ by bicycling and history enthusiasts. It has been nurtured to become the nation's principal repository of American bicycling artifacts through the donation and acquisition of personal memorabilia, documents and records, trophies and medals, and other important items. Through an annual induction ceremony, the giants of U.S. bicycling, both competitors and contributors, have been and will be recognized in the Hall of Fame.

The USBHOF is being relocated to Davis, CA through a mutually beneficial collaboration. Davis, CA is a bicycle friendly town and one of the leading bicycle communities in the nation. The relocation of the USBHOF to Davis provides additional exposure for the museum collection and the Hall of Fame inductees, further supports the community's reputation as a national center for bicycling, and provides the platform for the creation of an international attraction.

The USBHOF Board of Directors consists of a diverse group of professionals committed to the preservation of the history of American bicycling, and the operation of a national center and international attraction.

THE POSITION

The ideal candidate should be well qualified to lead an important national organization. He/she should be able to provide a strategic vision for the organization and the community-at-large, and be able to work with an enthusiastic board of directors toward implementation of that vision. Day-to-day responsibilities include the operation of the USBHOF, including primary responsibility for overseeing the establishment of the new museum and headquarters. The successful candidate will be responsible to the USBHOF Board of Directors and external funding and support agencies, and will create and manage the organization's initial staffing plan and operating budget. Immediate tasks include oversight of phased/planned renovations, planning the collection displays and interpretive materials, curatorial, cataloging and preservation activities. Development and implementation of fundraising strategies and overall

program management and administration are core on-going responsibilities. A Working Group has been established to help guide the immediate tasks and to oversee the expenditure of funds for the new USBHOF in Davis, CA.

WORK RESPONSIBILITIES

In association with the USBHOF Board of Directors and a Working Group, the executive director will:

- Coordinate additional design and renovation of 303 Third Street and manage the facility; develop an annual operating budget and staffing plan
- Coordinate and oversee the cataloguing, installation and storage of museum objects and documents
- Organize and implement periodic meetings of the board of directors, committees and supporters
- Establish a communications plan to keep directors, supporters and staff well informed at the local and national levels
- Develop a multi-year operational plan for the Hall of Fame, expanding and refreshing the exhibition and interpretive displays at the new headquarters
- Coordinate the 2010 and subsequent USBHF Annual Dinner and Induction Ceremony

The annual selection of candidates to be inducted into the USBHF and the Annual Dinner will be a continuing responsibility of the executive director, with a particular focus on fundraising and sponsorships, and raising the national and international image of the institution.

As the organization becomes established, the focus of the USBHOF will expand to include innovative programs and projects such as creation of an oral history of competitive bicycling, establishment of a docent program, bicycling activities and other programs.

DESIRABLE QUALIFICATIONS

The ideal candidate will have the ability to manage the organization and to provide a vision for the future of the USBHOF as a major national institution and for the Davis community-at-large. The candidate will need to be a clear, compelling communicator, able to communicate key issues at all levels of the organization, both internally and externally. Experience and familiarity with the public, private and non-profit/education sectors is an important consideration.

Other desirable qualifications include:

- An undergraduate degree and/or occupational training in a field that will qualify the candidate to direct a non-profit organization.
- At least five years progressively responsible experience in managing a successful non-profit organization or similar community-based organization. Experience with membership-supported organizations is desirable.
- Demonstrated leadership, communication and community relations skills. Superior written and oral communication talent, computer skills,

- interpersonal and problem-solving abilities. Experience with operational budgeting, financial planning, marketing, grant writing and money-management.
- Knowledge and experience in fund raising. *Fund raising is critical to the long-term stability and sustainability of the USBHOF.*
 - Familiarity with the requirements of successful collection cataloging and curatorial services for historic artifacts is desirable.
 - A demonstrated interest and appreciation of the sport of bicycling and the historic achievements of bicycling in the United States is a plus.

COMPENSATION

For an individual who meets the job and personal qualifications, the organization is prepared to offer a competitive compensation package.

TO BE CONSIDERED

To ensure consideration for this position, submit a letter of interest and resume which includes current salary by November 13, 2009 to

Executive Director Search Committee
U.S. Bicycling Hall of Fame
P.O. Box 73385
Davis, CA 95617

OR, alternatively, in pdf format to position@usbhof.org

Materials submitted after this date may be considered at the discretion of the Search Committee.

CONTACTS

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