

South Lane Wheels – Proposed Job Description

Capacity Mobility Manager

General Job Description

The Capacity Mobility Manager for South Lane Wheels will work closely with the Executive Director to satisfy the strategic goals of the organization. Responsibilities for this position includes cultivating individual donors and donor stewardship, developing business relationships for direct service, employee benefit packages, sponsorship and advertising, creating public awareness activities and materials, and educating individuals, agencies, and businesses about how South Lane Wheels can be a resource for them. This multifaceted role has the responsibility to identify untapped local, regional, state, and federal resources while also increasing rider, agency, and business awareness to promote better coordination of service and increased ridership. Work is performed under the general supervision of the Executive Director who reviews work primarily on the basis of results attained and for compliance with established policies and procedures.

The Capacity and Mobility Manager operates in tandem with the Executive Director to satisfy annual organizational goals.

General Statement of Duties:

1. Identify and obtain untapped local, regional, state, and federal recourses
2. Identify and cultivate prospective donors and implement a stewardship program to manage the activity and to promote the ongoing relationship.
3. Create and implement a community awareness campaign that targets businesses, employers, agencies, individual riders, and elected officials using strong content development, advertisements, brochures, PowerPoint presentations, and public speaking
4. Conduct agency and individual trainings to increase rider capacity and usage.
5. Build employer relations to promote employee transportation benefits and strategies as well as increase advertising and sponsorship revenue.
6. Assist in developing a five year plan toward organizational stability.
7. Recruit, train, and manage volunteer support team
8. General Office Responsibilities
 - Maintain friendly and positive environment for callers, volunteers, and paid staff.
 - Function effectively as a member of a multidimensional team

Qualifications

The Capacity Mobility Manager must be a concise and compelling communicator capable of independent management of multiple projects, enthusiastic collaboration with staff and other organizations, and an aptitude for building relationships with donors and businesses. Required qualifications include strong interpersonal and political skills; ability to raise funds and meet realistic goals; program oversight and supervisory experience; strong public relations skills including publication development, page layout, content development, and PowerPoint; computer and data base management skills; and at least three years experience in nonprofit communications and development including major donor successes.

Compensation

Compensation is \$13 an hour for this full time position and will be evaluated annually dependent on successes. Benefits include a pre-tax Flexible Spending Plan (eligibility after six months), and sick, holiday, and vacation pay (as accrued according to the employee handbook).

Application Process

This position will remain open until filled. Deadline for application is April 30th with interviews beginning May 2nd, 2008. Preferred start in May or as soon as possible. Please send cover letter, resume, and up to three pages of writing sample(s) to Executive Director, South Lane Wheels, 1450 Birch Avenue, Cottage Grove, OR 97424 or email to tsalusso@southlanewheels.org. We strongly encourage people from diverse backgrounds to apply.

Working conditions and physical hazards:

Work is performed in a business office environment. Some lifting may be done.

I have read and understand this job description and I am able to perform the essential functions with or without reasonable accommodation.

Signature

Date