



**National Interscholastic Cycling Association**  
2414 Sixth Street  
Berkeley CA 94710  
(510) 524-5464  
[www.nationalmtb.org](http://www.nationalmtb.org)

## **Vice President, Programs**

Reporting the President, the VP of Programs is a full time exempt (salaried) position, responsible for the successful delivery of national programs and initiatives. The position serves as a member of the senior leadership team in strategic decision making, external operations, and growth as the National Interscholastic Cycling Association (NICA) continues to enhance and innovate its quality programming and initiatives. The position oversees: New League Development; League Membership and Training Program, Safety & Risk Management Program, Coach Licensing Program, Teen Trail Corps Program, NICA Girls Riding Together (GRiT) initiative, and the NICA Guilds (volunteer committees) program.

The VP of Programs is a leader who maximizes and strengthens the capacity of the organization and plays a critical role in furthering its mission. The position is responsible for the development, delivery, knowledge, management, and evaluation of core national and supporting programs & initiatives - local (teams), state (leagues) and NICA (national). The position requires strong leadership, agile management, and steering skills to continually align and move the department forward in a highly dynamic and fluid environment. NICA VP of Programs is responsible for all NICA programs and NICA league programs across the United States. Programs currently span 27 leagues with a constituent base of 20,000 students and 10,000 coaches. The position is currently responsible for a staff of eight, which includes: coach licensing, training, safety and risk management staff, as well one part time assistant.

## **Responsibilities**

- One of four key executive team members that works to steer NICA's strategic goals and objectives, as well as the overall leadership of the organization and its leagues
- Oversees the development and maintains national and league program excellence, quality, and standards by equipping a leadership base of approximately 1,000 staff and core volunteers with quality curriculum and training programs
- Responsible for managing the national program staff to ensure programs are executed and maintained
- Implements, improves, and establishes policies, procedures, systems, best practices, risk management, and safety guidelines, and provides oversight for NICA programs
- Oversees crisis management and guidance to leagues (states)
- Manages sub-programs and projects as well as collaboration and decision making on new innovative programs and projects
- Oversees program education, expansion, and curriculum development
- Attracts, develops coaches, and retains high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Oversees League Director's resources and all training materials
- Oversees League Directors communication meetings, new league development bid series webinars, new league training sessions, and off-site program staff training
- Manages "background check" screening process committee, for coach and volunteer licensing review process
- Oversees dissemination systems to share organizational learning with a broad range of communities
- Lead staff member for NICA national conference
- Extensive travel and weekend program work

## Qualifications

- Bachelor's degree required
- 7+ years nonprofit progressive supervisory experience in program development and management
- Familiarity with non-profit finances, marketing, and fundraising and organizational structure
- Organized with strong project management skills for complex, multifaceted projects with measurable success results, and program stability
- Excellent project management skills with attention to detail: ability to plan, coordinate, and execute projects over the course of several months
- Experience coordinating events that include short and long term project goals, objectives, schedules, and deadlines
- Exceptional communication and teamwork skills with a proven ability to help the program department reach the next level of objectives
- Ability to work well in a fast-paced work environment within a growing and changing nonprofit
- Excellent verbal and written communication and problem solving skills
- Experience working with youth and adults in a hands-on sports and educational environment
- Ability to travel to other work locations and meetings/trainings across the country, if required including possession of a valid driver's license
- Requires significant work time on a computer
- Background check will need to be processed (required for work with student athletes).

## To Apply:

Please send a cover letter and resume to Kelly Curry, HR Director at [jobs@nationalmtb.org](mailto:jobs@nationalmtb.org). Applicants, whose applications are up for consideration, will be contacted. No phone calls, please.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.