

Mid-Atlantic Off-Road Enthusiasts/International Mountain Bicycling Association

CHAPTER CHARTER AGREEMENT AMENDMENT NO. 2.

The Chapter Charter Agreement (“Agreement”) entered into between the Mid-Atlantic Off-Road Enthusiasts (“MORE”) and International Mountain Bicycling Association (“IMBA”) on March 5, 2013 and amended on November 23, 2013, is hereby amended as follows:

1. Effective January 1, 2016,
 - a. Replace Attachment 1 of the Agreement with Attachment 1 of this Amendment.
 - b. Add ARTICLE III Paragraph 18 to read as follows:

18. Shared Paid Staff Funding. The shared paid staff position identified in ARTICLE III Paragraph 1 is to be funded – salary + 25% for benefits costs (the “Gross Salary”) – by a combination of the membership dues retained by IMBA (the “IMBA Dues Share”) and MORE when the IMBA Dues Share is insufficient to fund the Gross Salary (“Funding Shortfall”). MORE has secured a \$70,000 grant from the Singletrack Futures Foundation “SFF” paid directly to IMBA to be applied to any Funding Shortfall until the grant expires (the latter of December 31, 2017 or when funds from this grant are no longer available to offset any Funding Shortfall).

MORE is required to pay any Funding Shortfall to IMBA, on a quarterly basis, after the SFF grant expires. If MORE incurs or is expected to incur a Funding Shortfall after the SFF grant expires, at MORE’s request, MORE and IMBA will cooperate to explore options to manage the Funding Shortfall, including changes in the compensation package, change of status of the paid staff person to part-time, or other mutually agreeable approaches, and will promptly implement any agreed changes.

IMBA is required to equally share, on a quarterly basis, any surplus IMBA Dues Share in excess of the shared paid staff position’s quarterly Gross Salary.

Except to the extent expressly modified herein, the Agreement, as amended, shall continue in effect in accordance with its terms.

Agreed this ___ day of November 2015

BY _____
Kevin P. Adams, Vice President Chapter & Member Services
International Mountain Bicycling Association

BY _____
Ernest Rodriguez, President
Mid-Atlantic Off-Road Enthusiasts

Attachment 1

Executive Director, IMBA/MORE Mid-Atlantic Region Job Description

Status: Full-time, salaried, exempt position

The IMBA/MORE Executive Director for IMBA's Mid-Atlantic Region is responsible for growing organizational capacity for IMBA and Mid-Atlantic Off-Road Enthusiasts (MORE) in order to create, enhance and preserve trail access, and mountain biking experiences in the region. The position's accountability is to achieve MORE's strategic and programmatic goals by cultivating volunteer leadership, increasing MORE and IMBA's financial capacity with fundraising, membership growth, advocacy, marketing, communications and cultivating public land management agency partnerships.

The position will report to IMBA's Mid-Atlantic Region Director, through MORE's President with coaching and technical support from IMBA's team of Region Directors. IMBA's Mid-Atlantic Region Director will work directly with MORE's board and volunteer leadership to ensure alignment of the Executive Director's roles and responsibilities with MORE's program and organizational goals.

IMBA/MORE Duties and Responsibilities:

Advocacy

- Develop local advocacy teams
- Support local advocacy teams with mentoring and coaching
- Support local advocacy teams by attending meetings with Land Managers
- Conduct advocacy training
- Develop long term plans for new trails and connectivity
- Develop and maintain relationships with partner organizations

Membership

- Develop and implement membership campaigns to grow new members
- Support MORE events
- Develop and implement membership renewal campaigns
- Develop and implement programs focused on kids (Next Generation)
- Recruit volunteers
 - Ride leaders
 - Liaisons
 - Trail Boss, Ride Leader, Advocacy Managers (MD, VA)
 - Communications manager
 - Future leaders

Fundraising

- Develop fundraising campaigns
 - Member Donations
 - Combined Federal Campaign

- Identify new funding strategies
- Grants
 - Apply for institutional grants (RTP, REI, People for Bikes, Mastenbrook, etc.)
 - Assist Trail Liaisons obtain grants
 - Explore additional grant opportunities
- Sponsorships
 - Coordinate event sponsors
 - Coordinate sponsors to support trail work
 - Coordinate sponsors to support social activities

Operations

- Manage RTP grant requirement documentation
- Manage trail work tracking (volunteers, location and hours)
- Manage ride program (track ride locations, leaders, dates)
- Manage trail inventory
- Serve on trails committee

Communications

- Facilitate social media presence (Forums, FB, Twitter, Instagram, etc.)
- Manage calendar (rides, workdays, events, etc.)
- Manage scheduled communications (BoD blog, FB post, etc.)
- Prepare or support communications with land managers
- Prepare or support communications with strategic partners
 - Outdoor Alliance
 - PHTA
 - WABA
- Identify gaps in communication
 - With members
 - With strategic partners
 - With focus groups
 - With trail communities
- Facilitate communications with IMBA staff
- Represent IMBA/MORE at events and social activities

Other Considerations:

Extensive travel: The position will be home-based requiring travel in DC, MD and VA with occasional trips to Bolder Co.

A flexible work schedule including evenings, weekends, and holidays is required.

Desired Qualifications:

- Outstanding written and verbal communication skills
- Proficiency with business-related software, technology and applications for writing, presentations, communications, social networking, databases and spreadsheets
- Demonstrated public speaking, presentation and group facilitation and negotiation skills
- Experience with volunteer recruitment, management and retention

- Recruiting and motivating volunteers for grassroots initiatives
- Proven fundraising experience
- Experience working with land management agencies, elected officials and other land conservation stakeholders
- Attention to detail and strong time-management and organizational skills
- Knowledge and understanding of bicycle and outdoor recreation industries
- Demonstrated ability to problem solve in a collaborative team environment

The successful candidate will be passionate about mountain biking, with an energetic, “can-do” personality, who is comfortable working both independently and as part of a team. Experience with land use planning and connection to grassroots advocates and the active outdoor recreation and/or bicycle industry are highly desirable.

Immediate Supervisors: Anthony Duncan (IMBA Regional Director) and Ernest Rodriguez (MORE President)

Advised by: MORE Board of Directors, IMBA

Benefits (subject to change): Health, Dental, SIMPLE IRA, Life Insurance, Long Term Disability, Vacation and Sick Leave

Applying: Interested applicants should send a cover letter and resume ***together in the same file*** to resumes@imba.com by _____.