

Chief Executive Officer



About Local Motion:

Local Motion is a nonprofit organization in Columbia, MO dedicated to advancing transportation equity by leveraging walking, biking, and public transit as tools to build stronger, more connected communities. We are committed to fostering sustainable, inclusive, and accessible transportation options for all. Our team works collaboratively to promote positive change, and we are looking for a passionate individual to join us in the role of Chief Executive Officer.

About the position:

The Chief Executive Officer (CEO) is an executive-level position who inspires staff, members, and the public to take courageous and ambitious steps to achieve Local Motion's vision. The CEO is responsible for carrying out Local Motion's mission and directing its business operations.

- Full-time position (salaried, exempt)
- Compensation: \$75,000/year
- Benefits:
 - 30 days Vacation/Illness/Personal paid leave
 - 11 paid holidays
 - Group health insurance (100% of premiums covered)
 - Retirement contribution (automatic employer contribution of 2% of salary; employer match up to 6% of salary)
 - Personal cell phone reimbursement (\$50/month)
 - Long-term disability insurance
 - Identity theft insurance
 - Financial wellness subscription (You Need A Budget)
 - Commuter incentive
 - Professional development funding
 - Flexible schedule
 - Option to work from home 1 day/week

This position reports to Local Motion's board of directors.

Position Description

The CEO is Local Motion's top executive role. The CEO shapes the direction of the organization and bears responsibility for Local Motion's successes and failures. The CEO oversees all Local Motion's mission activities, including advocacy, outreach, programs, and consulting, and is responsible for ensuring long-term organizational and financial stability.

The CEO is a data-driven creative thinker: they must constantly have an eye on the long-term, predicting what steps to take *now* to place Local Motion in a position to have the highest mission impact, staffing capacity, and financial resilience years in the future. The CEO must be able to confidently captain Local Motion through the storms of uncertainty that inevitably face nonprofit small businesses. Local Motion's staff look to the CEO for guidance, motivation, and stability, and the CEO must be able to inspire the staff to do their best work.

Local Motion primarily accomplishes its work through persuasive communication. Local Motion's mission impact relies on the CEO's exemplary skills to grow and nurture Local Motion's membership base, and to influence the public and decision makers.

The CEO shares decision-making authority with the Chief Financial Officer (CFO) and Chief Development Officer (CDO). The CEO, CFO, and CDO together are the energy constantly pushing Local Motion forward.

The CDO and CFO report to the CEO.

Responsibilities

Mission Direction & Advocacy

- Conduct long-term and annual strategic planning processes with board, staff, and member involvement
- Lead major advocacy campaigns in partnership with staff
- Assist with staff-directed advocacy initiatives (overall project guidance, grant administration)
- Assist CDO with preparing highly competitive grant proposals to fund future projects and staff positions
- Serve as a voting member of the leadership team of Missourians for Responsible Transportation

Core Mission Support

- Report to and gather guidance from board of directors at monthly board meetings
- Lead monthly Executive Committee meetings
- Assist in the development of organizational policies; present to board for approval
- Assist CFO in the preparation and execution of annual budget based on strategic plan
- Hire staff, set salaries and benefits, oversee performance reviews, conduct performance reviews for staff direct reports, and respond to staff needs

Outreach

- Assist CDO with fundraising efforts to increase mission impact, staffing capacity, and financial stability
- Steward relationships with members and major donors

- Assist with communications and messaging for members and the public
- Cultivate a highly positive organizational image and reputation

Consulting

- Provide consulting services to clients outside of Columbia

Physical requirements

- Ability to use a computer and phone for regular communication
- Ability to travel independently across Columbia

What we're looking for

The ideal person for this position is someone who:

- Is personally committed to walking, biking, using a wheelchair, or riding the bus as their primary way to get around town. It is critical to our advocacy mission that the CEO live our Core Value of practicing what we preach
- Has at least 5-10 years of leadership experience and demonstrated success, ideally in a nonprofit setting, including:
 - Advocacy
 - Community engagement
 - Budgeting, financial administration, and staff management
 - An understanding of grant writing, grant management, and fundraising
- Is meticulous, detail-oriented, and organized
- Has the computer skills to use email, internet, and Microsoft Office or G Suite daily
- Experience with accounting software and project management systems is a plus
- Sees themselves as a good fit with Local Motion's [Core Values](#) and will use these values to guide how they do business
- Will powerfully advocate for the mission and goals of Local Motion in the community and build a reputation of the highest reliability and trustworthiness

Local Motion strives to have a diverse staff that represents our community. We particularly encourage people of color, people with disability experience, and people connected to communities with limited economic opportunity to apply.

Local Motion values inclusion, diversity, and equity, and does not discriminate on the basis of race, color, religion, gender, age, national origin, ancestry, sexual orientation, or disability.

Application Process

To apply, please email the following application materials to info@lomocomo.org by November 25, 2024:

1. Cover letter
2. Résumé or CV

Our Hiring Process & Timeline*

1. Application review
 - Our application review process is anonymous. Submit your materials only to info@lomocomo.org. After you submit your materials, all personal information will be removed before your application is given to the hiring team.
 - Our hiring team will review each application that we receive. We'll check if the application is complete, and we'll assess the applicant's skills and experience in comparison to our position needs.
 - Timeline: Week of December 2
2. Round #1 Interviews
 - We'll invite our top candidates to interview with our hiring team. We prefer in-person interviews, but we're also open to Zoom interviews. We typically interview 4 people.
 - We will send interview questions out before the interview, so candidates have an opportunity to think about their responses ahead of time.
 - We value the time and effort candidates put into preparing for and completing an interview with Local Motion. We will provide a \$100 cash stipend to each person who completes an interview.
 - Timeline: Week of December 9
3. Round #2 Interviews
 - We'll invite our top two candidates to interview with our hiring team, staff members, and additional board members. We prefer in-person interviews, but we're also open to Zoom interviews.
 - We will NOT be sending interview questions out before the round #2 interview.
 - We value the time and effort candidates put into preparing for and completing an interview with Local Motion. We will provide a \$100 cash stipend to each person who completes a round #2 interview.
 - Timeline: Week of December 16
4. Reference Checks
 - Candidates who complete a Round #2 Interview should be prepared to submit three references.
 - References should consist of a previous or current supervisor, direct report, and colleague.
 - Please submit your reference's name, position title, email, phone number, and relation to you.
 - Timeline: Week of December 23 and December 30
5. Hiring offer
 - Based on the application materials, interviews and references, we'll offer the position to our top candidate.
 - Timeline: January 6

6. Position start

- We'd like the new CEO to start as soon as possible, but we understand the start date will be dependent on their availability.
- Timeline: Preferred start by February 6

*Timeline subject to change if necessary.