



Mountain Bike for Women BIKE FESTIVAL

Anchorage Event Director Opportunity Description

Mountain Bike for Women Bike Festival

Opportunity: If you are a community changemaker, love bikes, and are motivated to be an effective leader - we have an opportunity for you! The Mountain Bike For Women *Alaska Bike Festival* is looking for an Anchorage Event Director.



Before your fears and hesitations get in the way, give it a moment consideration.

The founders of the Bike Festival have done the heavy lifting creating an event from scratch. We have a strong brand. We have rockin' volunteers. We will sell out of tickets. *We are changing women's lives.*

We are looking to you to make decisions when needed and to coordinate volunteer committees. If you feel confident in your leadership style and want to run with it, you have that authority.

If you want leadership mentorship and the opportunity to grow into the leader you know you can be, we will help guide you. Meredith Noble, the former Director, will help you in this first year as you take over.

You will be changed by this experience. You will become a better leader and person. You will learn new things about yourself. You will learn new things about others. And, you will impact women's lives in ways that surprise and inspire you.



Background: Mountain Bike for Women was graciously started by the Trek Store of Anchorage. The event became too much for one shop to handle, so a group of volunteer women decided to take it over.



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We focused on two things. First, what barriers are keeping more women from riding and how can we address them? Secondly, how do we create a “7-star experience” that is so positive and transformative, participants rave about it?



We accomplished what we set out to do. In a single day, 180 participants, plus a 100+ volunteers, learned to wrench on their bikes, ride more confidently, and meet other women to ride with. It was galactic good.

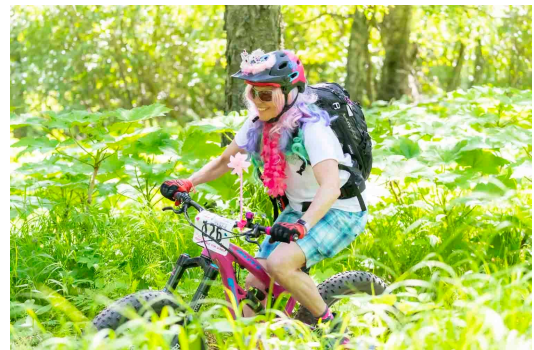
We learned *a ton* from the first year. Namely that we can simplify the event to focus on the core services most valued by

participants. Those are skills clinics and bike maintenance classes. The pieces are in place. We just need the keystone holding the arch together - an Anchorage Event Director.

Organizational Structure: We have an organizational chart for the Bike Festival. To keep communication manageable for you, we have set up four core sub-committees that report to you. Everyone else feeds into those sub-committees. This helps with giving multiple people decision making authority and coordination ease.

Values and Culture: We pulled off an obscenely successful and complex event because of our values and culture. To be a good fit for this opportunity, we want our values and culture to resonate with you.

- We inspire the best from people when we allow individuals to self-identify how they want to help.
- Volunteering should be fun, uplifting, and community-building in nature.
- We appreciate our volunteers and make sure they know it with positive words of affirmation and gifts.
- We expect grace and professionalism.





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- We create 7-star experiences, meaning wherever possible to go above and beyond, we do it. We strive to surprise and delight our volunteers, sponsors, and participants.
- We believe that leadership is a developed skill set and all commit to being the best leaders and collaborators that we can be.

Roles & Responsibilities: Want to get into the nuts and bolts of what this position looks like? Good deal. We like big picture thinkers that have an eye for detail. This is what you can expect to be responsible for:

- Organizing and hosting in-person meetings with the volunteers.
- Communicating with your core leadership team regularly.
- All ticket revenues and sponsorship will go through the company, Dirt House. You will coordinate with the Dirt House owner to manage revenue and reimbursements.
- Ensure we have an excellent plan in place for training volunteers of the skills clinic with a talented coach.
- Coordinate as needed with the Soldotna Event Director.
- Support the new Diversity and Inclusion Committee.
- Ensuring insurance and permits are in place (we have this in progress for you now).
- Manage the bib pick-up on Friday and event on Saturday.
- During the event, you calmly coordinate volunteers and make decisions.
- Update the safety plan as needed and make sure all volunteers understand what to do in case of emergencies.
- Coordinate (or delegate) the volunteer appreciation BBQ.
- Train your replacement.

Time Commitment: To a degree this will fluctuate based on how much you go all in on the Festival, but at minimum you can expect:





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- 2-3 hours of email per week, Feb-April. Will increase in the final month.
- Organize monthly meetings, Feb- May, increasing to every 2-weeks if necessary in the final month.
- Physical presence at the bib pick-up on Friday night and all day at the Festival. Ideally attending the bike maintenance courses to be held in the month prior (specifics TBD).

Contact: If this fires you up or stirs a curious place in you heart, reach out!
Contact Meredith, Bike Festival Co-Founder, at mnoble@senworks.org.

