



LANDER CYCLING CLUB  
PO BOX 1433  
LANDER, WY 82520

landercycling.org

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## **Request for Proposals EXECUTIVE DIRECTOR**

The Lander Cycling Club (LCC) seeks the services of an Executive Director for the organization. LCC was established in 2008 and is a 501(c)3 non-profit organization.

### **GENERAL INFORMATION**

*Purpose.* To provide potential service providers with sufficient information to prepare and submit proposals for consideration by Lander Cycling Club Board of Directors.

*Contact.* Questions regarding this RFP and requests for event descriptions and grant examples should be directed to Aaron Foster, LCC President, [landercycling@gmail.com](mailto:landercycling@gmail.com) or 307-438-5677.

*Background.* The Lander Cycling Club's vision is to share the joy of cycling with the community. Investing in the community through cycling is our mission. The Club manages three annual biking events; helps coordinate, fund, and build trails; organizes social events focused on biking and advocates for a bike friendly community. Information about Lander Cycling Club can be found at: [www.landercycling.org](http://www.landercycling.org)

*More Information about LCC.* Lander Cycling Club was formed in 2008 and represents all forms and types of cyclists- touring, racing, road, mountain bike, commuter, etc. LCC strives to promote cycling of all kinds within the community of Lander and Fremont County. The club currently has over 100 members. Monthly meetings are held to administer the operations of the club and inform the membership of club activities. LCC is involved with three events: Jurassic Classic Mountain Bike Festival, Fremont Area Road Tour, and WYO131 Gravel Grinder. The Club works with the Shoshone National Forest, Bureau of Land Management, Sinks Canyon State Park, Wyoming State Lands, City of Lander, Fremont County, and private landowners to plan, fund, build, improve, and maintain cycling trails. LCC also advocates for a cyclist friendly community that is safe for all cyclists and promotes the use of bicycles for community travel.

*Response Date.* To be considered for selection, proposals must be received by Aaron Foster at [landercycling@gmail.com](mailto:landercycling@gmail.com) by 5:00pm, on October 15, 2021.

*Submission Requirements.* Applications must be submitted in electronic form as a pdf or MS Word document.

*Term.* Contract will be evaluated annually.

*Budget.* LCC has \$20,000 reserved for this contract. The contract has the incentive opportunity to earn additional revenue through events, grants, and fundraising.

## PROPOSAL REQUIREMENTS

Service Providers must submit their proposal in the format outlined below. If relevant, service providers may include additional information.

1. **Statement of Services.** State your understanding of the services required by this RFP.
2. **Service Provider Qualifications.** Include experience in providing the services similar to those outlined in this RFP. Also include any information about yourself and/or your organization that makes you uniquely qualified to serve the needs of the components for which you are proposing as described in this RFP. Please include names of three references for whom similar work has been performed and suitable contact information for each.
3. **Personnel and Facilities.** Describe the personnel available to perform the tasks, and chain of responsibility for customer service. Describe the physical facilities available to provide the necessary services.
4. **Management Summary and Work Plan.** Describe, in bulleted or outline form, the services to be provided. Describe in detail your technical plan for accomplishing the work tasks and a time frame for those tasks. Use the task descriptions in this RFP as your reference point.
5. **Cost Submittal.** Provide annual total costs and itemized costs for the major services for which you are proposing.

## CRITERIA FOR SELECTION

*Eligibility* To be eligible for selection a proposal must be complete and received by the deadline established.

*Evaluation.* The Board of Directors will review and evaluate eligible proposals.

*Criteria for Selection.* Each proposal will be evaluated in each of the following categories:

1. **Understanding the Club's Needs.** Does the proposal demonstrate a clear understanding of the services to be provided and how those services will serve the mission.
2. **Service Provider Qualifications.** Does the service provider have sufficient experience in the areas of responsibility described herein? Comments from references will be used to substantiate qualifications and service quality.
3. **Personnel Qualifications and Available Facilities.** Does the proposal show a depth of qualified personnel to provide the service? Does the service provider have sufficient employee retention and stability to ensure uninterrupted services? Is there sufficient diversity of skills within the service provider's organization to fulfill all aspects of the RFP? Are the service provider's physical facilities adequate for the tasks?

4. **Soundness of Approach.** Is the proposal clear, complete, concise and well written? How well does the service provider explain how the job is to be done? Are the more difficult tasks delineated with details showing how difficulties are to be overcome? If needed, are the details of the transition phase from the current service provider to the new service provider included? Does the approach to the transition include the data that must be provided, sources of the data, and proposed timeframe for the transition?
5. **Cost.** Is the cost competitive and commensurate with the services to be provided?

*General Description:* Reporting to the Board of Directors, the Executive Director (ED) will have overall administrative and operational responsibility for Lander Cycling Club fundraising, promotion, advocacy, event planning, membership management, community communication, and execution of the club mission.

**Primary Tasks and Supervisory Responsibilities:**

- Serve as the face of the club
- Maintain or build financial stability for Lander Cycling Club through diligent fundraising, grant administration, responsible fiscal management, organized bookkeeping, and ensuring maintenance of the 501(c)(3) status
- Attend monthly board and subcommittee meetings, reporting progress and moving on action items
- Plan, implement, and direct the club's three annual cycling events
- Organize, plan, and implement quarterly club membership social hours
- Supervise volunteers
- Communicate with a variety of stakeholders throughout the state and participate in steering committees and collaboratives
- Develop or continue outreach and education programming that shares the benefits of cycling with the broader community
- Maintain organization websites and social media channels to promote programs and inform audiences

**Required Skills/Experience:**

- Passion for developing and implementing community cycling programs and events
- Experience with fundraising, grant writing, event planning, and financial bookkeeping
- Good communicator with various audiences through a variety of means
- Ability to problem solve under pressure and maintain positive, proactive, forward thinking
- Highly self-motivated, organized, disciplined, and dedicated
- Ability to be an exemplary representative of the cycling community
- General computer and internet literacy, including Word, Excel, PowerPoint, Google Docs, as well as excellent file management skills
- Ability to manage multiple events with a large amount of volunteers and vendors

- Adept at learning new things quickly and thinking on your feet

**Preferred Skills/Experience:**

- Strong background in cycling and cycling interests
- Financial management and accounting software literacy
- Website editing and graphic design capabilities
- Marketing and social media expertise
- Grant writing skills and experience, preferably with high success rate
- Good track record of fundraising and donor cultivation
- Supervisory and/or management experience
- Experience on boards or committees with a variety of stakeholders

*Work Location:* Strongly preferred that the Executive Director works from Lander, WY. This is a work-from-home position. A computer and internet connection are required.

*Travel:* This position may require some travel.