

Ride for the Reserve Bike Tour Coordinator (Contractor)

Hybrid – remote within an hour of Poolesville, MD
Position to be filled by April 15, 2024

Seeking a coordinator for an established and popular one-day cycling tour event, the annual Ride for the Ag Reserve in Montgomery County, Maryland benefiting a farmland and environmental protection nonprofit. We seek a dynamic event contractor to collaborate with our small staff to make the 16th [Ride for the Reserve](#) the best yet.

Who we are:

[Montgomery Countryside Alliance](#) is a small nonprofit that promotes and protects Montgomery County's 93,000 acre Agricultural Reserve by supporting local farmers, forests and our water supply. Founded in 2001, MCA is an award-winning community organization that connects local residents with local farms. Our core programs include Land Link Montgomery that connects aspiring farmers with long term land leases, and Re-Leaf the Reserve, a program replanting protected forests in stream buffers. We prioritize kindness, collaboration and inclusion as we seek to protect shared natural resources for future generations.

About the Ride:

Since 2009 MCA has hosted the Ride for the Ag Reserve, a one-day bike tour event in Montgomery County's Agricultural Reserve welcoming hundreds of local cyclists to enjoy volunteer led and self-guided routes of 6-62 miles through the Reserve's rustic and scenic byways, stopping at local rest stops of interest to refuel. All routes lead back to a picnic lunch and pop-up farmers market featuring local farms and artisans. The event is both a friend- and fund-raising event for MCA – building affection for local farms among eventgoers as well as raising funds for critical programs. The event footprint is spread over hundreds of miles in Western Montgomery County. The multiple venues and multiple activities require careful organization and coordination. This year's ride will take place on **September 15th** at Linden Farm in Dickerson, Maryland among other close-by venues.

Job Requirements:

- At least two years of experience in event management, volunteer organization, nonprofits, fundraising or commiserate experience
- Own personal transportation
- Personal computer and internet access
- Competency with event management and promotion software inclusive of spreadsheets, zoom, word processing, google mail, sign up genius, email marketing, Eventbrite and social media management (IG and Facebook). Graphic design experience (Canva, etc.) is a plus.



- Experience recruiting and managing volunteers
- Knowledge of the Ag Reserve and local cycling connections preferred

Competencies:

- A positive attitude and solutions focus- warm heart and cool head
- Strong organizational and interpersonal skills – particularly as related to event planning
- Ability to work independently
- Time management skills
- Ability to work outdoors, navigate fields and lift up to 25 lb
- Availability to dedicate increased time close to the event (September 15th)

Job description:

The ride coordinator will collaborate with MCA staff, board and the ride chair to create a safe, fun and profitable Ride for the Reserve.

This position is expected to start in April 2024 and end on September 30, 2024. The coordinator will take charge of:

- securing robust sponsorship for the ride from local businesses and organizations, courting both established sponsors and recruiting new sponsors.
- promoting the event to potential riders and gathering market vendors through multiple modes including flyers, social media, publications and other avenues.
- confirming venues, catering, food trucks, recruiting volunteers and gathering/renting event infrastructure.
- providing regular progress reports to staff, ride chair and board members
- managing registration for the event.
- coordinating venue set-up duties at the multiple venues with an eye toward evolving weather and safety issues.
- leading day-of operations, delegating jobs to staff and volunteers.
- Ensuring proper clean up and follow-up from the event including debriefing with staff.

Hours and compensation:

It is anticipated the ride coordinator will spend an average of 10 hours per week organizing the ride but this will increase as the event nears. The coordinator will submit report of tracked hours to bill against a total stipend. Total stipend amounts dependent on experience. Potential bonus payments for exceeding sponsorship targets will be discussed as part of the hiring process.

To apply: please send a resume and letter of interest with the subject line “Ride Coordinator” to Kristina Bostick – kristina@mocoalliance.org and thanks!