



Bike-Walk Alliance of New Hampshire

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"A Voice for New Hampshire's Bicyclists and Pedestrians"

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Bike-Walk Alliance of New Hampshire Seeks Executive Director

Bike-Walk Alliance of New Hampshire (BWANH), the statewide bike-pedestrian advocacy and education organization, has launched its search for a part-time (up to 30 hours per week) Executive Director.

Working in a small state where an individual can readily make connections, develop influence, and have an impact, our Executive Director will have the opportunity to use their expertise, organizational skills, and creative talents to their fullest.

BWANH Background

BWANH is a 501(c)(3) non-profit, with its programs conducted by a part-time Executive Director, volunteer board, program-area committees, and other volunteers. Founded in 2004, BWANH is a respected resource for bike-walk safety, education, and advocacy programs throughout New Hampshire, and seeks to enhance its effectiveness in making New Hampshire a safer place for people on bicycles and other vulnerable road users, while providing more opportunities for people to engage in bicycling and other forms of active transportation.

The organization works regularly with state and regional agencies, municipalities, and schools, as well as national organizations including League of American Bicyclists and Safe Routes Partnership. BWANH also serves on the NHDOT Bicycle-Pedestrian Transportation Advisory Committee and the DOT's Complete Streets Advisory Committee. From its office in Concord, BWANH supports other bike-walk groups across the state by providing information, training, resources, fiscal sponsorship, and advocacy support.

BWANH has played an important role in advancing active transportation policy in New Hampshire. The organization was instrumental in the 2008 passage of New Hampshire's "3-Foot-Plus" law and helped defeat HB1703 in 2026, which would have created an annual bicycle registration fee. BWANH continues to work with the Legislature on measures that expand opportunities and protections for people who bike, walk, and use other forms of active transportation.

Executive Director (ED) Duties and Expectations

Location: Remote, based in or near New Hampshire, with occasional time in the Concord office and regular travel throughout the state for meetings and events, primarily in the Concord area.

Responsibilities:

- Work with the Board of Directors to develop and implement annual work plans to achieve strategic goals.
- Work with the Board of Directors to develop and implement a fundraising and development plan to support an enhanced budget that supports the ED and other staff, as well as program expenses.
- Coordinate the development of and supervise the implementation of a communications and marketing plan in consultation with the Board of Directors.
- Develop and manage marketing strategies to increase BWANH's visibility, supporter engagement, and statewide impact.
- Oversee BWANH's digital presence, including website content, email newsletters, social media channels, and online supporter engagement.
- Create and manage content for programs, events, advocacy initiatives, fundraising campaigns, and outreach.
- Work with the Board of Directors to revise BWANH's financial supporter model, with a view to increasing BWANH's reach and impact.
- Supervise other part-time employees and contractors, which include a bookkeeper and could include an office manager and outreach/communications coordinator.
- Oversee financial operations.
- Oversee organizational tasks such as donor/supporter database, email lists, electronic and hard copy filing, invoicing, and communications with members and the public.
- Establish and maintain relationships with policymakers, the media, the public, partner organizations, sponsors, and community groups.
- Support state-level advocacy efforts, committees, etc.
- Oversee event planning and management including leading efforts for statewide Bike Month (May) and Pedestrian Safety Month (October) activities.
- Support the Board by working with the president on agendas, ensuring materials are distributed, and ensuring the secretary prepares and submits minutes.
- Support the Board and its committees by attending meetings, helping develop agendas and developing content when necessary

Hours: The current Executive Director works 30 hours per week and is supported by a contract bookkeeper. In the past, the Executive Director has worked fewer hours with support from a part-time operations manager and communications coordinator. The new Executive Director will have the opportunity to help shape a staffing model that meets both their needs and BWANH's organizational goals. Depending on the skills and interests of candidates, this position may also be combined with one or both of two related positions.

Requirements:

- A self-starter with:
 - Strong verbal and written communication skills
 - Excellent organizational and interpersonal skills
 - Solid computer skills
 - Business or non-profit program management experience
 - College degree or equivalent

Experience in any of the following areas would be a plus:

- Experience in public advocacy
- Experience in non-profit fundraising
- Experience in non-profit management
- Experience in public speaking and working with the media
- Experience in public forums, events, providing testimony, etc.
- Organizational skills for planning events
- Passion for bicycling and/or walking, and knowledge of related safety issues.

How to Apply

To apply for the position of Executive Director, please submit a resume and letter of interest including compensation requirements by email to BWANH at info@bwanh.org. Position open until filled. Funding is not available for relocation expenses.

Additional Information

Please visit the Bike-Walk Alliance of NH website at www.BWANH.org for additional information including our mission statement, goals, and current Board members. For questions about the Executive Director position, or for information about the Office Administrator and/or Communications Coordinator positions please contact info@bwanh.org.