



**NICA** NATIONAL  
INTERSCHOLASTIC  
CYCLING ASSOCIATION



**National Interscholastic Cycling  
Association**

21 Orinda Way, Suite C-368  
Orinda, CA 94563

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## National Interscholastic Cycling Association; Nevada North League Director

**MISSION:** We build strong minds, bodies, character, and communities through cycling

**VISION:** Every youth is empowered to be part of a thriving and engaged cycling community

**VALUES:** Fun, Inclusivity, Equity, Respect, and Community

The National Interscholastic Cycling Association (NICA) League Director provides leadership, vision, and direction to the local organization and within the NICA national organization. The League Director represents NICA in the community to fulfill NICA's mission and to ensure the financial health and long-term viability of NICA programs.

The League Director works under the guidance of NICA national to accomplish the mission, fulfill the vision and incorporate the values of the organization into the league. The League Director is a NICA employee, reporting to the President of NICA and is responsible for overseeing League operations, promoting and maintaining NICA's core values and culture. The League Director is a collaborative and inspirational leader who works closely with local leadership and community partners to establish a program that will grow participation and create financial sustainability. This position has a salary range of \$55,000-\$65,000 DOE.

### Key Responsibilities

#### Program Operations and Strategic Planning

- Engage and connect with the local community via outreach and "try it out" events to build participation and create financial sustainability
- Recruit, educate, lead and support volunteer coaches and local league teams
- In coordination with NICA and local league leadership, identify and plan for infrastructure growth to parallel growth of participation in the league
- Collaborate with local partners and community leaders to locate and secure access to appropriate venues for team training and league wide weekend events
- Ensure compliance with the League/NICA agreement as well as all NICA policies, procedures, standards and guidelines

#### Human Resources

- Determine and maintain appropriate staffing structure; oversee recruiting, training, development, and evaluation of staff and volunteers, with focus on retaining high performing members
- Work with national Director of Human Resources as needed to address any HR concerns

#### Marketing and Brand

- Develop local marketing, communication, and social media plans that aligns with NICA's national brand



## **Community Relations: Fundraising and Sustainability**

- Develop and maintain diverse funding streams and long-term plans to best support the league
- Cultivate relationships with donors, sponsors, coaches, participants, parents and volunteers

## **Community Relations: Advocacy**

- Communicate with constituents to keep them informed of the League's work
- Establish strong working relationships and collaborative arrangements with community groups, industry partners, funders, and other organizations to help achieve the goals of the organization
- Represent the League at community activities to enhance the organization's community profile

## **Safety & Risk Management**

- Develop and foster a strong and open dialogue with the local leadership and operations team as well as NICA national to promote a culture of safety
- Identify and evaluate the risks to the League's participants, staff, and volunteers and implement measures to mitigate those risks

## **Financial Management**

- Responsible for building and ensuring optimal financial performance and sustainability of the league
- Work with NICA national to create an annual comprehensive budget based on an annual operational plan
- Work with NICA national to adhere to financial policy and internal controls to maintain processes to manage the organization's funds

## **OTHER DUTIES AS ASSIGNED**

### **Qualifications**

- Bachelor's degree and 3+ years of relevant business experience in a management and leadership role, including staff management, strategic planning and Board interface in a non-profit or educational setting
- Experience with or strong knowledge of NICA League programs and operations
- Business background in financial management, operational planning, people management
- Proven professional with demonstrated successful experience in leading a team, overseeing fundraising activities, expanding mission relevant programs, and ensuring organizational effectiveness
- Strong interpersonal skills that have forged productive relationships across broad sector lines (volunteers, staff, funders, donors, community partners, community leaders, coaches, student athletes, parents, public officials, etc.)
- Ability to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Excellent communication skills including speaking, listening and writing in a clear, thorough manner
- Ability to determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results
- Commitment to NICA's mission, vision and core values
- Background check will need to be processed (required for work with student athletes)



## **To Apply**

Please send a cover letter and resume to Kelly Curry, Director of Human Resources at [jobs@nationalmtb.org](mailto:jobs@nationalmtb.org) by September 30, 2025.

Those whose applications are up for consideration, will be contacted after that date.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.