



Job Description

Project Manager

The Chequamegon Area Mountain Bike Association (CAMBA) is a 501c3 nonprofit organization, and is responsible for the development and management of a regional mountain bike trail system of over 130 miles, and over 200+ miles of gravel routes and the organization's programming. The CAMBA trails lie in and around the beautiful Chequamegon-Nicolet National Forest as well as in the Bayfield and northern Sawyer County Forests with trails based in the towns of Bayfield, Cable, Hayward, Namakagon and Seeley!

CAMBA is building an organizational culture filled with energetic and dedicated employees and volunteers who divide and conquer, working together to create a fun and powerful working environment.

We are looking for a person who is as passionate and enthusiastic about CAMBA's mission as we are, someone with an understanding of the importance this work has in driving change in our community. Ultimately, you will work to help grow the organization and increase funding throughout the year.

Job Function

The CAMBA Project Manager aids in operations and includes but is not limited to managing projects implementing our strategic plan, fundraising efforts, event management, member & partner relations, and sponsorship management. This person will also help in trail projects during the dirt season.

Duties and Responsibilities

The CAMBA Project Manager has a wide range of responsibilities to support all areas of the organization. They work with the CAMBA leadership team, developing strategies to implement events and programs as well as fundraising activities and campaigns throughout the organization. The CAMBA Project Manager will also be available for trail projects and leadership roles on the trails as needed.

The CAMBA Project Manager will report to and assist the Executive Director. Work schedule is flexible. Primary location is in Hayward, WI but some duties may be performed off site.

Qualifications

- Passion for CAMBA and proven work experience in non profit organizations
- Good organizational and time management skills to keep projects on track.
- Excellent interpersonal skills, attention to detail, and written & oral communication skills to connect with donors and major stakeholders.
- Knowledge and proficiency in using a CRM database management system, or similar technology, to manage relationships and track progress.
- Strong ethical standards and personal integrity.
- Ability to work independently and in a team environment, with a diverse group of people.

Requirements

- Reliable transportation is necessary.
- Complete a Background Check.