



Technical Assistance Project Manager Safe Routes to School National Partnership *Job Description*

Reports to: Technical Assistance Director
Supervises: None
FLSA Status: Full-time, exempt employee
Position Type: At-Will
Salary Tier: Programmatic Staff

Summary: The Technical Assistance Project Manager is responsible for advancing the Safe Routes to School National Partnership's emerging consulting program; executing projects and developing resources; and providing technical assistance on the built environment and Safe Routes to School. A primary responsibility is to assist in building a robust consulting practice. In addition, the Project Manager will develop publications and other resources, work with communities to provide technical assistance and assist with local and state campaigns, run webinars and trainings, and assist in fundraising efforts for the organization.

Key Responsibilities:

Consulting

- Assist in developing a business plan to build and maintain steady stream of fee-for-service consulting projects.
- Build relationships to identify and engage potential clients; prospect for potential consulting projects.
- Raise revenue through scoping and writing successful consulting proposals.
- Successfully execute a diverse range of active transportation/Safe Routes to School/public health consulting projects, including conducting client consultation; engaging in research, analysis, and technical assistance; developing reports, products, and recommendations; and producing trainings.
- Manage multiple concurrent projects; develop work plans and schedules; coordinate staff; track and report progress.

Technical Assistance, Resource Development, and Trainings

- Manage a webinar series, developing webinar topics important to the field, engaging quality speakers, implementing and facilitating webinars, and conducting evaluation.
- Provide Safe Routes to School and active transportation related technical assistance for grant-funded or fee-for-service contractual clients.
- Produce and edit reports, fact sheets, action briefs, and other resources and publications.

- Conduct research and analysis as needed for national work or to address specific local needs.
- Manage the production of grant-funded or contract-funded meetings and trainings; present at national conferences.

Communications

- Update designated website content; maintain and regularly augment web-based resource directories.
- Produce regular relevant content for social media channels such Facebook, Twitter, YouTube, Pinterest and WordPress; produce action alerts, blog posts, and newsletter articles.
- Assist with the collection of Safe Routes to School success stories for inclusion in the National Partnership story bank.

Team Work

- Coordinate and collaborate with various National Partnership staff and departments to contribute to projects relevant to our partners, funders and the Safe Routes to School and active transportation fields.
- Attend regular staff meetings via telephone, attend in-person staff retreats and meetings, and work as a team player to fulfill the mission and goals of the National Partnership.
- Assist with fundraising and sponsorship prospecting and proposal development.
- Assist with additional activities, special projects, and other duties as assigned to support the National Partnership.

Qualifications/Requirements:

Bachelor's degree or equivalent experience; strong business development skills enabling consistent revenue generation; proven experience in policy, campaign and advocacy work; knowledge of Safe Routes to School and active transportation; excellent writing/editing and verbal communication skills; ability to travel; self-starter; detail-oriented; proficient with PCs and with MS Office software; and fundraising experience a plus.

Physical and Travel Requirements:

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. Regular travel nationwide is required to attend trainings, conferences, and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

I have read and understand this explanation and job description.

May 2014

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____