



Consulting & Programs Senior Manager or Director
Safe Routes Partnership
Job Description

Reports to:	Executive Director
Supervises:	Program and Engagement Manager, California Senior Policy Manager
FLSA Status:	Full-time, exempt employee
Position Type:	At-Will
Salary Tier:	Senior Programmatic Staff or Senior Staff

Summary: The Consulting & Programs Senior Manager or Director is responsible for advancing and implementing the Safe Routes Partnership’s consulting program; executing projects and developing resources; and providing technical assistance on active transportation and Safe Routes to School. The primary responsibilities are raising revenue through a robust consulting practice and successfully delivering contracted tasks. In addition, the Consulting & Programs Senior Manager or Director will develop or oversee publications and other resources, provide technical assistance to communities, advance equity commitments in the field of active transportation, oversee development of webinars and trainings, and contribute to communications efforts.

Key Responsibilities:

Business Development

- Refine and implement a business plan to build and maintain a steady stream of fee-for-service consulting projects.
- Build relationships to identify and engage potential clients and teaming partners and continue to foster relationships with existing clients and teaming partners.
- Raise revenue through identifying consulting opportunities, preparing successful proposals, and representing organization in project pursuits to meet and expand fee-for-service annual budget goals (currently around \$325,000 per year).

Consulting and Technical Assistance

- Manage multiple concurrent projects; develop and manage work plans, schedules, and budgets; coordinate and oversee staff providing consulting services and technical assistance; track and report progress; and liaise with clients and partners.
- Serve as a subject matter expert on active transportation, Safe Routes to School, and related topics. Conduct research and analysis as needed.
- Develop reports, memos, webinars and trainings, and other resources and publications independently or in collaboration with other staff to address needs of local, regional, and state technical assistance recipients and consulting clients.

- Provide support to the Safe Routes to School field through developing publications, overseeing webinars, and leading content planning for national conferences/summits.
- Sustain public recognition of the Safe Routes Partnership as experts in Safe Routes to School and active transportation and ensure projects uphold organization's reputation for high quality and timeliness, with sensitivity to community engagement and equity.

Resource Development

- Oversee, produce, and/or edit reports, fact sheets, action briefs, webinars and trainings, and other resources and publications to support the active transportation and Safe Routes to School field nationally.
- Promote the organization's work and elevate the organization's expertise through presentations at conferences, on webinars, and through other venues.
- Contribute to the organization's external communications such as newsletters, blogs, social media, and website.

Management and Team Work

- *(Director level)* Participate as a member of the Staff Director Team, helping to provide leadership for the entire organization and provide input on organizational goals, strategies, and practices.
- Manage staff through regular check-ins and by ensuring that staff has resources and support needed for successful progress on work.
- *(Director level)* Support professional development of staff on providing technical assistance, consulting service practices, and business development.
- Coordinate and collaborate with various Safe Routes Partnership departments to complete assigned projects and resources that are relevant to our partners, funder, and programs.
- Attend regular staff meetings via telephone and video, attend in-person staff retreats and meetings, and work as a team player to fulfill the mission and goals of the Safe Routes Partnership.
- Report regularly on activities, and assist as needed with activities, special projects, and fundraising.

Qualifications/Requirements:

Bachelor's degree and 4-5 years of experience (Senior Manager level) or 8+ years of experience (Director level); strong business development skills enabling consistent revenue generation; active transportation experience required, Safe Routes to School preferred; proven experience in providing technical assistance or consulting services; excellent writing/editing and verbal communication skills; project management and staff management experience; ability to travel; self-starter; detail-oriented; proficient with PCs and with MS Office software.

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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____