



**Technical Assistance Manager or Senior Manager**  
**Safe Routes Partnership**  
*Job Description*

<b>Reports to:</b>	Consulting & Program Support Director
<b>Supervises:</b>	None (Manager)/May supervise staff or project teams (Senior Manager)
<b>FLSA Status:</b>	Full-time, exempt employee
<b>Position Type:</b>	At-Will
<b>Salary Tier:</b>	Program Staff (Manager)/ Senior Program Staff (Senior Manager)

**Summary:** The Technical Assistance Manager or Senior Manager supports the Safe Routes Partnership's technical assistance and consulting work. Responsibilities include providing program technical assistance through contracts and grants, leading training and engagement with the Safe Routes to School field, and developing resources, publications, and other educational resources to advance the Safe Routes to School, active transportation, transportation equity, and healthy communities movements. The Senior Manager will also have a leadership role in the team's strategic planning, project oversight, and mentorship.

**Key Responsibilities:**

*Resource Development*

- Develop toolkits, action plans, reports, and other training and educational resources related to Safe Routes to School, active transportation, healthy communities, and equity for assigned consulting work and projects.
- Assist the team in identifying new and relevant resources to support Safe Routes to School, active transportation, healthy communities, and equity-related work.
- Support identifying and developing case studies and success stories from consulting work.
- (Senior Manager) Lead the development of high-profile resources and publications, and serve as a lead writer and editor while supporting Quality Assurance and Quality Control.

*Community and Stakeholder Engagement*

- Build relationships with communities and stakeholders as necessary to achieve project goals ensuring the focus is on creating authentic engagement to build trust and ensure sustainability.
- Participate in recruiting and nurturing relationships with equity organizations, national nonprofits, and community groups to build a consulting portfolio of work.
- Implement organizational initiatives to engage the Safe Routes to School field.
- Provide subject matter expertise and advice as needed.
- (Senior Manager) Act as a primary liaison with partners and funders, collaborating with the Managing Director, Consulting and Program Support on strategic partnerships and collaboration efforts to expand the organization's reach and influence.

*Training and Technical Assistance*

- Develop and facilitate workshops and trainings in person or via webinar, lead material development, engage communities, and provide follow up technical assistance for assigned consulting work and projects.
- Lead webinars and other online engagement events, including content development, speaking/facilitating, and researching and recruiting other speakers.
- Empower clients and communities by providing expert guidance, coaching, and technical support. Help them achieve their goals and drive meaningful change in their projects and initiatives. Stay up to date on Safe Routes to School, active transportation, healthy communities, and equity-related work. Share substantive research and best practices in support of consulting contracts and assigned projects.
- (Senior Manager) Oversee the development and execution of large-scale training and technical assistance projects, guide and mentor other team members delivering TA, and collaborate with the Managing Director, Consulting and Program Support to develop strategic plans for TA expansion and improvement.

#### *Team Work*

- Collaborate with Safe Routes Partnership departments to complete assigned projects in support of the Safe Routes to School and Healthy Communities movements.
- Attend regular staff meetings via telephone and Zoom; attend in-person staff retreats or meetings, as requested; work as a team player to fulfill the mission and goals of the Safe Routes Partnership.
- Report regularly on activities and assist with activities, special projects, and fundraising as needed.
- (Senior Manager) Lead cross-organization initiatives, team training, and support the Managing Director, Consulting and Program Support with strategic planning and project management.

#### *Project Management*

- Manage project timelines, deliverables, and budgets while collaborating with staff and clients to complete program objectives successfully.

#### *Business Development*

- (Senior Manager) Support Managing Director of Consulting and Programs to build relationships to identify and engage potential clients and teaming partners and continue to foster relationships with existing clients and teaming partners.
- (Senior Manager) Work with the Managing Director of Consulting and Programs to generate revenue by identifying consulting opportunities, preparing successful proposals, and representing the organization in project pursuits to meet and expand fee-for-service annual budget goals (currently \$500,000 per year).

#### **Qualifications/Requirements:**

Bachelor's degree, or associate's degree plus 4 years' professional experience; Knowledge of Safe Routes to School, active transportation, Vision Zero, or community safety; track record of authentic, equity-focused, community-centered engagement; self-starter and detail-oriented; excellent written and verbal communication skills; ability to travel and occasionally work evenings and weekends; proficient with PCs, MS Office software, Asana, Slack, and the Google Suite.

(Senior Manager) 6+ years of relevant professional experience; demonstrated leadership experience in program/project management and strategic planning; proven track record in building and managing high-

level partnerships. Preference for candidates with a background or familiarity with Safe Routes to School/Active Transportation Planning, government contracts, and non-profit consulting work.

**Physical Requirements:**

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. Travel throughout the country may be required to attend conferences and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.

**Compensation and Benefits:**

Salary is competitive and commensurate with experience. The salary range for the TA Manager role is \$60,000 - \$75,000, and \$70,000-\$85,000 for TA Senior Manager, with a robust benefit package.

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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: \_\_\_\_\_