



Senior California Policy Manager Safe Routes to School National Partnership *Job Description*

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| Reports to: | Regional Network Manager |
| Supervises: | None |
| FLSA Status: | Full-time, exempt employee |
| Position Type: | At will |
| Salary Tier: | Senior Policy Staff |
| Location: | Home office within commuting distance to Sacramento |

Summary: The Senior California Policy Manager serves as the lead staff for the National Partnership's state policy work in California. As such, the Senior California Policy Manager maintains the California network and leads work with state agencies and the state legislature on strategies to increase funding and improve policies that result in more infrastructure and programs to support safe walking and bicycling for children and families, especially in lower-income communities, throughout California. The Senior California Policy Manager will also provide Safe Routes to School program and policy technical assistance as needed, and collaborate closely with other California-based staff.

Key responsibilities:

Advocacy and Policy Advancement

- Work with state agencies and the state legislature to maximize federal and state dollars and policies for advancing active transportation, sustainable communities and healthy communities in California, with particular emphasis on Safe Routes to School and improving disadvantaged communities.
- Draw connections to transportation policy from land use, health, environment, education, economic development, climate change, etc. to educate decision makers.
- Partner with the California Department of Transportation (CalTrans) and the California Transportation Commission (CTC) to ensure efficient and effective award and project delivery of state and federal funds.
- Connect with and educate policy makers on the positive benefits of Safe Routes to School and healthy community design through meetings and/or site visits.
- Evaluate appropriate data sets, and analyze them for potential impact on bicycle and pedestrian policies and investment and disseminate this data to network, advocates and policy makers via public comment, coalition letters, blogs and white papers.
- Advance new research opportunities to further the body of knowledge on the benefits of active transportation and Safe Routes to School.

Network Development

- Expand and strengthen the state network, including key partners such as public health departments, school districts, community based organizations, transportation agencies and more to advance state policy that impacts land use and transportation and increases the support and visibility for Safe Routes to School.
- Reach out to and educate state and local partners on opportunities to apply for new funding from the state to maximize funding for Safe Routes to School projects and disadvantaged communities.
- Identify, document, and disseminate through statewide communications best practices throughout the state regarding: funding, equity, programmatic success and more to share with policy makers, local stakeholders and national partners as appropriate.
- Join, attend and take a leadership role in key state committees and/or task forces which focus on achieving primary policy objectives.
- Host periodic webinars and workshops to provide relevant updates to network partners on Safe Routes to School and various funding opportunities.

Fundraising and Sustainability

- Work with the National Partnership's management team to diversify funding for the organization through cultivating donors and foundations.
- Maintain relationships with current funders, provide timely updates on progress toward grant objectives and prepare required grant reporting.

Technical Assistance and Communications

- Provide technical assistance to low-income school communities, including local Safe Routes to School programs, policy and funding.
- Integrate with Fire Up Your Feet programming in order to broaden the network of California constituents.
- Develop outreach materials to educate and engage legislators and write sign-on letters, grassroots alerts and other content as needed.
- Maintain, write and generate content for the Safe Routes to School National Partnership's California page, the Wordpress site, Facebook, e-news and other social media.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders, the media and the Safe Routes to School and healthy community design movements.
- Attend regular staff meetings via telephone, attend in-person staff retreats and conferences as requested, and work as a team player to fulfill the mission and goals of the National Partnership.
- Support and collaborate closely with other California policy staff to share information about state policy and take learnings from the local level to improve state policy, ultimately advancing the strategic goals for California for the National Partnership at the local, regional and state level.

- Provide regular reporting of activities and assist with additional activities, special projects, fundraising when appropriate.

Qualifications/Requirements:

Bachelor's degree, at a minimum; master's degree in related field preferred; a minimum of four years of experience in policy, campaign or advocacy work; knowledge of Safe Routes to School and active transportation, transportation finance, public policy, equity, and/or public health initiatives; strong coalition building skills; excellent written and verbal communication skills and interest in using social mediums such as blog posts and email alerts to support outreach and communication efforts with partners; strong problem solving skills; project management experience; self-starter; ability to travel; detail-oriented; highly collaborative; proficient with PCs and with MS Office software; and fundraising experience a plus.

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 within the region is required as part of the day-to-day advocacy associated with this job. Travel within and outside the state is also required to attend conferences and retreats.