



Mid-Atlantic Regional Policy Manager
Safe Routes to School National Partnership
Job Description

Reports to: Field Policy Director
Supervises: None
FLSA Status: Full-time, exempt employee
Position Type: At-Will. This is a grant-funded position
Salary Tier: Field Staff

Summary: The Mid-Atlantic regional policy manager (RPM) plays a critical role in the successful execution of the [Regional Network Project](#), in partnership with the field policy director and the peer regional policy managers in the Pacific Northwest and California. The RPM will strengthen the regional network in the area comprising the Metropolitan Washington Council of Governments and build a network in Baltimore City. The goal of the project is to increase funding and improve policies which result in more infrastructure and programs to support safe walking and bicycling for children and families, especially in lower-income communities. The RPM will also provide Safe Routes to School program and policy technical assistance, as requested.

Key Responsibilities:

Network Development

- Maintain and grow the regional network and collaborate and coordinate with existing organizations and coalitions, including key partners such as public health departments, school districts, community based organizations, transportation agencies, and more.
- Build coalitions and develop champions throughout the MWCOG region and Baltimore City that will assist and work with other advocates in moving policy change forward.
- Reach out to diverse interest organizations and individuals to raise the visibility of Safe Routes to School beyond the traditional supporters to include public health, housing, equity, business, education, youth, and environmental advocates.
- Identify and document best practices in the region regarding: funding, equity, programmatic success and more. Work to foster and highlight successes and challenges and to ensure those stories are being share with policy makers, local stakeholders, and national partners as appropriate.
- Organize and convene periodic regional network meetings and county meeting, including the development of agendas and meeting notes.

Policy Research and Advancement

- Become familiar with the range of transportation laws in Maryland, Virginia, and Washington, DC, which have a direct or indirect impact on children walking or bicycling to school and work to implement these laws to benefit built environment infrastructure that improves physical activity.
- Understand transportation funding in Maryland, Virginia, and Washington, DC and at the local levels.
- Develop policies and strategies to advance transportation equity issues.
- Draw connections to transportation policy from land use, health, environment, education, economics, etc., to educate advocates and decision makers.

- Work with government staff in Washington, DC, Virginia and Maryland on modeling for bicycle/pedestrian use to ensure that the positive impacts from bicycle/pedestrian trips and the growth of these modes is incorporated into decision making.
- Educate policy makers on the positive benefits of Safe Routes to School and the impacts of transportation and land use on health and safety through meetings, papers, and site visits.
- Work to enhance and improve regional policies to improve the built environment to support physical activity through walking and bicycling, including Safe Routes to School programming and technical assistance, Complete Streets, data collection, modeling, and training opportunities for transportation officials.
- Access appropriate data sets and analyze them for potential impact on bicycle and pedestrian policies and investments and then disseminate this data with the network, advocates and policy makers via public comment, coalition letters, blogs, and white papers.

Communications and Partnerships

- Develop, review and edit written materials (e.g., reports, fact sheets, publications, resources, etc.).
- Produce blog posts and contribute to Safe Routes to School E-news, reports and other key National Partnership publications.

Technical Assistance

- Provide technical assistance to low-income school communities, including local Safe Routes to School programs.
- Inform and educate the general public about the Safe Routes to School program via social media, listserve, webinars, conferences, etc.
- Provide information as requested by local schools and share best practices and lessons learned.

Teamwork

- 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.
- Integrate with Fire Up Your Feet programming in schools throughout the region.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested, and work as a team player to fulfill the missions and goals of the National Partnership.
- Report regularly on activities and assist with additional activities, special projects and fundraising when appropriate.

Qualifications/Requirements:

Bachelor's degree, at a minimum; master's degree in related field preferred; a minimum of 2 years of experience in policy, campaign and advocacy work; knowledge of Safe Routes to School, active transportation, transportation finance, public policy, equity, and/or public health initiatives; strong coalition building skills; strong problem solving 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 with partners; project management experience; ability to travel; self-starter; 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. May require the ability to travel locally and/or regionally. Regular travel within the region is required as part of the day to-day advocacy associated with this job. Travel throughout the country is 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.

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: _____