



Job Information

Job Title: Advocacy and Communications Manager

Position Type: Full-Time Salaried

Note, this position is currently funded for 1 year (12 months). We hope to work to ensure it is funded after this first year, but continuation will be funding dependent

Job Summary

Walk Bike Nashville, a 501(c)3 with a mission to make the Nashville area more walkable, bikeable, and liveable. We are seeking Advocacy and Communications Manager for the following tasks:

- 1) **Advocacy Campaigns:** Organize, plan, lead and execute campaigns for pedestrian and bicycle infrastructure. This could include both grassroots organizing and grasstops efforts.
- 2) **Policy:** Work with Executive Director to form policy opinions for Walk Bike Nashville
- 3) **Communications:** Manage the organization's communication efforts, including blog, PR campaigns, social media and emails. Support the rest of team in communication related to events and programs.
- 4) **Community Partnerships and Coalitions:** Work to develop and maintain community partnerships that support the mission. This will include supporting a new coalition to pursue dedicated local transportation funding.
- 5) **Research:** Research trends, best practices, and recommended strategies to provide input to advocacy and policy.
- 6) **Evaluation and Documentation:** Work to evaluate effectiveness of advocacy, policy and communications
- 7) **Grants and Development:** Manage advocacy related grants, work with Executive Director to secure future funds for position.
- 8) **Other programs and roles as assigned.** Walk Bike Nashville is a small organization and all staff are expected to help with various elements of the organization's work.

Values

Walk Bike Nashville is driven by its values. As an employee of Walk Bike Nashville, you are required to exemplify these values daily.

- **Building Community**
 - We strive to intentionally promote equity and inclusion
 - We will work to build a welcoming community at Walk Bike Nashville
 - We respect colleagues and those we serve who differ by gender, race, religion, culture, national origin, mental and physical abilities, and sexual orientation and treat them with dignity, respect, and compassion.
 - We believe in the power of the people and work to be civic enablers, while also respecting out elected and appointed city leaders
- **Sustainability**
 - We use resources responsibly and cultivate them for future generations
 - We work to ensure the longevity of our mission and organization
 - We work to maintain a clean and safe work environment, and deliver exemplary service.



- **Vanguards**
 - We strive to be innovative and forward-looking.
 - We are willing to make mistakes, but will work to learn from them
- **Reflective and Positive**
 - We focus on the good as well as the bad
 - We are reflective and intentionally pursue personal excellence through self-criticism

Qualifications

The successful candidate will meet the following qualifications:

- **Education:** Bachelor's degree in relevant field
- **Experience:** 4-5 years previous employment in similar field
- **Personal Attributes:**
 - Desire to promote the right for all Nashvillians to be able to walk and bike safely, either for recreation and transportation
 - Experience working with transportation policy, planning and/or advocacy
 - Experience with grassroots advocacy campaigns, including working with disadvantaged populations
 - Excellent time management skills and the ability to execute plans under tight deadlines
 - Experience with marketing, PR and/or communications
 - Experience organizing and empowering volunteer advocates
 - Clear communicator, both verbally and in writing
 - Able to handle communication with public and those who may disagree with you
 - Self-motivator who is able and excited to work in less structured environment
 - Works independently and collaboratively
 - Has integrity, dedication, drive, diplomacy AND an overall love of walking and biking, and the communities that support these activities
- **Preferred Attributes (not required)**
 - Experience with Nashville politics
 - Experience with social media, communications calendars and/or marketing
 - Experience with design software (including InDesign, Illustrator, and Photoshop)
 - Knowledge of the biking and walking community in Nashville
 - Experience working on transportation coalitions
 - Experience with grant writing and development

Compensation

- \$35,000 - \$42,000, commensurate with experience
- Benefits: health care, paid-time off, and sick leave

TO APPLY: Please send a resume and cover letter to jobs@walkbikenashville.org. We will accept applications on a rolling basis, but will not consider applications received after February 25, 2019.