



## Job Profile

### Executive Director

#### Our Organization

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Since 1998 Walk Bike Nashville has offered opportunities for people to learn, grow and feel safe to move through our city by foot, bicycle, and transit -- both those who currently do, and those who'd like to. We want to thrive even if we don't drive.

We work to right the wrongs that exist in Nashville as it relates to transportation and how people move. We focus on parts of town that have been systemically under-resourced, like Dickerson and Murfreesboro pikes.

We build community through our classes and rides, and by advocating alongside people who want safe spaces to walk, bike, and take transit.

#### MISSION

Walk Bike Nashville is working to build a more walkable, bikeable, and livable Nashville.

#### VISION

We envision a Nashville in which:

- All people, regardless of race, class or income, have the freedom to move through a comprehensive network of safe and accessible sidewalks, bikeways and transit routes with dignity;
- Our transportation investments are co-created by those who have most at stake;
- There are zero transportation deaths and/or serious injuries;
- There is a culture of walking and bicycling;
- People are healthier and happier because of equitable transportation choices; and
- Our natural resources are protected by our transportation choices.

#### Our Strategic Goals

1. **Safer Streets:** No one should be killed or seriously injured by our transportation system. We will advocate for policies and infrastructure that reduce serious and fatal bicycle and pedestrian crashes.

# WALK BIKE NASHVILLE

2. **Dignified Infrastructure for all:** Nashville needs a safe and inviting network of bikeways and pedestrian infrastructure to ensure all Nashvillians are able to get around without a car, regardless of age, ability, culture, race, or income.
3. **Build the Walking Biking Culture:** Build a culture where we accept and embrace many forms of transportation, where we celebrate active transportation trips. We will provide programs that help more Nashvillians use active transportation, and support those already doing so.
4. **Transportation Justice:** The history of our transportation system has harmed many including black, indigenous, communities of color, low income communities and people with disabilities, and mobility continues to be a barrier for many. We will work to counter this systemic inequity within our transportation system and to make Walk Bike Nashville into an anti-racist organization.
5. **Strong Walk Bike Nashville:** Walk Bike Nashville will continue to be a stable, diverse, and successful organization so that we can achieve our goals.

## Our Values

- **Community:** our work should reflect and respect the needs and differences of the communities of Nashville in which we work:
  - Inclusion -- we want to be intentionally inclusive in building a community.
  - Grassroots -- We believe in the power of the people to change their community and work to be civic enablers, while always respecting our elected and appointed city leaders.
  - Powered by our People: members and volunteers are a critical part of our success.
- **Transportation Equity** -- we believe transportation investments should remove barriers to mobility and prioritize the needs of Black, Indigenous, people of color (BIPOC) and low-income people who stand to gain the most from better service.
- **Environmental Sustainability** -- We believe our actions should be sustainable and respect our environment.
- **Vanguards** -- We are innovative and forward-looking, willing to make mistakes.
- **Insistent but optimistic** -- We are respectful, but assertive when we need to be. We are passionate and believe in the potential for positive change, while also acknowledging the extent of our transportation challenges.



- Reflective and Data Driven -- We intentionally pursue personal excellence through positive self-criticism. We seek to be subject matter experts, and use data backed by personal narratives or experiences from those who have the most at stake.

## OUR 2021 - 2025 STRATEGIC PLAN

In January 2021 the Walk Bike Nashville Board of Directors approved our 2021-2025 Strategic Plan, it includes our strategic goals, core objectives, and our Anti-Racism Plan. [Take a look at the plan here.](#)

## The Position

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The ideal candidate for this position provides the required leadership for the organization to fulfill its mission. Maintains and supports the organization's vision and values. Develops and grows the organization to provide sustainable quality programs whose key focus is a more walkable, bikeable, and livable Nashville.

### Key Responsibilities

- **Managing Vision and Purpose** - Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate all stakeholders.
- **Strategic Planning and Execution:** Develop and drive the strategic plan of the organization; drives a collaborative process with the board, staff and community. Uses performance metrics and quality indicators to guide operational excellence.
- **Board Management/Development:** Works with the Board Committees as needed to foster professional and effective collaboration necessary to provide vital governance guidance and support to the organization. Ensures all financial and organizational reports are prepared and reported to the Board of Directors in a timely manner. Understands and works within the Organization's by-laws. Cultivate a strong board of directors willing to lead and contribute to the fund development success of the organization. The Executive Director will work to assure independent



governance oversight and performance accountability of the board and the Executive Director.

- **Fundraising/Development:** Ensure that the flow of funds permits Walk Bike Nashville to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential. Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance and grow revenue from major donors, grants, foundations, government agencies, and corporations.
- **Team Management:** Attract, retain, develop, and leverage staff talent, creating an environment where staff is supported, engaged, and successful. Facilitate collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment where all staff can be their authentic selves and that supports consistency throughout the organization's strategy, operational methods, and programs.
- **Financial Management:** Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget, managing grants and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- **Program Development:** Rationalize the delivery of programs through new and existing partnerships. Increase effectiveness and consistency throughout the organization by developing and implementing standardized programs, services and program marketing.
- **Demonstrated commitment to diversity, equity, and inclusion:** This includes deep knowledge about and authentic connection to black, indigenous and other communities of color; understanding and ability to apply a racial equity analysis and center affected communities in defining problems and proposed solutions.
- **Ambassador and Spokesperson:** Represent Walk Bike Nashville at external partnership events and with the media, particularly with grasstops advocacy. The Executive Director will positively influence partners, the media, and public policies to generate volunteers, donors, and other resources.

### The Right Candidate

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The successful candidate will meet the following qualifications:



- Passion for Walk Bike Nashville's mission and shared principles.
- Bachelors' degree or higher.
- Multiple years of proven results in building an organization and achieving results.
- Strong Ethics and Values: Translates and operationalizes vision and own behavior that is grounded in the organization's shared values.
- Board management/development, fundraising, marketing/branding and fiscal management experience.
- Ability to manage, create and track an organizational budget
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Excellent critical cultural competency skills, and experience leading a diverse staff and cultivating a space that where all team members can be their authentic selves.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Demonstrated experience in the effective management of staff
- Effective problem solving and conflict
- Experience with anti-racism efforts and/or working in predominantly communities of color.
- **Preferred Attributes (not required)**
  - Knowledge of the biking and walking community in Nashville.



- Experience with, or knowledge of, transportation justice, walking or bicycling advocacy.

*The above is not intended as an exhaustive list of all duties and skills required, and may be modified as the needs of the position change*

### **Compensation, Hours, Benefits**

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- **Employment Classification:** Full-time, exempt.
- **Salary Range:** \$65,000 - \$75,000 Salary dependent on experience.
- **Continuing Education:** We are committed to supporting the growth of all staff through professional development. We have funds set aside to support staff for this purpose.
- **Benefits:** Health Insurance; dental insurance; and generous paid time off (all full-time staff start with 15 days paid leave per year, plus all state holidays and Juneteenth, plus the week between Christmas and New Years).
- **Location:** Our office is at 1 S 7<sup>th</sup> Street. We currently support a hybrid work environment, with at least two days in office and the option to work from home for the remaining days.

### **To Apply:**

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Applicants should submit a letter of interest and a current resume to:

**WBN Search Committee**  
c/o Center for Nonprofit Management  
[Executivesearch@cnm.org](mailto:Executivesearch@cnm.org)

Applicant screening begins immediately and continues until the position is filled. Walk Bike Nashville is an equal opportunity employer.