



Job Announcement: **Policy Director**

Walk San Francisco, an award-winning nonprofit, seeks a Policy Director to lead cutting-edge campaigns to make our streets safe for everyone who walks.

This is a crucial time for our issues, with new opportunities for transformative policy wins. We're eager to find a strategic, thoughtful leader who is both a passionate advocate and clear communicator to take our policy work to the next level.

This job might be right for you if: you're a caring and committed team member; you're comfortable collaborating and communicating in a variety of settings and ways to move people to action; and you're keenly interested in local politics, transportation policy, and social justice. If you're someone who likes to think creatively, is happy to pitch in as needed to make things happen, and can roll with things when new policy opportunities arise, you'll thrive.

And there are great benefits and a competitive salary. We are very flexible and family-friendly. We have generous vacation and holidays (and our office closes between Christmas and New Year's!). We have full medical benefits, wellness benefits, 401k match, and commuter reimbursement benefits. Salary is competitive and based on experience; this position is exempt (i.e. not hourly).

KEY RESPONSIBILITY AREAS

Policy Advocacy: The Policy Director leads all advocacy work to win infrastructure, policies, and legislation to make our streets safe for everyone who walks. This includes:

- Be part of the organization's leadership team, working closely with the Executive Director and Communication Director to determine, shape, and lead all campaigns and advocacy work.
- Building relationships with and serving as liaison to local government agencies and elected officials, as well as nonprofit and community-based organizations.
- Developing and communicating Walk SF's positions on a range of projects and policies, including giving public testimony, writing letters of support/opposition, attending key project open houses, creating talking points for campaigns, and more.
- Staying current on transportation policy both locally and at the state level, including opportunities at the state level to forward our campaigns like

congestion pricing, reduced speed limits, TNC regulations, and speed safety cameras.

- Serving as a spokesperson on our work and pedestrian issues in a variety of ways, from community meetings to media interviews to advocacy trainings.

Team Leadership: The Policy Director oversees the growing advocacy and organizing team including the Vision Zero Organizer, any consultants/contractors helping with specific campaigns, and potentially an additional staff position. Responsibilities include:

- Building and leading a strong, cohesive, collaborative team focused on achieving specific results and advancing Walk SF's strategic plan.
- Managing and coaching individual staff, including editing written work and supporting deep community engagement and outreach efforts.
- As a member of senior leadership, the Policy Director is also involved in strategic planning and budget-setting for the organization, as well as supporting grant writing and reporting as needed.

PREFERRED SKILLS & EXPERIENCE

- Deep commitment to safe streets and transportation equity
- Experience crafting and overseeing all aspects of advocacy campaigns
- Experience managing and coaching people
- Experience identifying and rallying diverse individuals and communities to action
- Strong interpersonal and relational skills
- Strong and persuasive written and verbal skills
- Ability to manage time and priorities within a fast-paced environment
- Knowledge of transportation planning and policy, as well as a familiarity of San Francisco streets, neighborhoods, and politics
- Proficient in computer and technical skills, including Microsoft Office Suite and Google Docs

MORE ABOUT US & HOW TO APPLY

Our staff is focused on making positive change in the world, celebrates diversity, and is committed to being intentionally inclusive in all our relationships. Walk San Francisco provides a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices. Walk SF's office is located close to public transit; however, we are unfortunately not in an accessible building and are located on the 2nd floor.

Walk SF works in the interest of all pedestrians in San Francisco, but prioritizes our work in order to address the needs of people who are disproportionately affected by

pedestrian safety issues. This includes children, communities of color, people with disabilities, and seniors.

Applications are being accepting on a rolling basis, and will remain posted on our website until the position is filled. To apply, please send:

1. A cover letter detailing how your personal and professional experiences make you a great fit for this position;
2. Your resume; and
3. A short one-page (or less) writing sample describing:
 - a. A time you had to determine and publicly communicate an official stance on an issue for an organization or campaign. What were your steps? What did you consider? What did you say? How did it go? AND/OR
 - b. A time you had to bring together people toward a shared goal or action (ideally an advocacy-related goal/action). How did you determine who to reach out to? How did you navigate different approaches, perspectives, and/or desires? What ultimately happened, and what would you do differently today?

Please send these application components as *one* PDF file to opportunity@walksf.org. Use the subject line: **Policy Director Application**.