ABOUT WALKSacramento
History
Founded as a 501 (c)(3) nonprofit almost 20 years ago, on the basis of creating walkable communities for better health, WALKSacramento has become a leading voice in the Sacramento Region for multimodal choice and mobility justice, Safe Routes to School, health in the built environment, and health equity.

Our Vision
All people, regardless of race, income, or ability, live in neighborhoods that:
- Are designed for health and happiness;
- Are sustainable and green;
- Support thriving local economies;
- and Promote civic engagement.

Our Mission
WALKSacramento is a nonprofit planning and advocacy organization that improves quality of life and health equity through community-centered policy and systems change in land use, transportation, and community development.

Our Values
- We value place-based strategies that create healthy people, places, environments, and economies.
- We value authentic partnership with communities that lifts up the voices of overburdened and under-resourced communities in decision making.
- We value prioritized investment in and for marginalized communities that recognizes historic inequities.
- We value progressive and immediate strategies that address our collective climate crisis, understanding that historically marginalized communities will be impacted the most by climate change.
- We value working with and lifting up partners who contribute to a safer, healthier, and more equitable region.
- We value delivering high quality services, resources, and assistance to communities and partners in advancement of our shared objectives.

PRIMARY RESPONSIBILITIES
The WALKSacramento Board of Directors is seeking a visionary, impact-driven, experienced nonprofit leader with a strong background in health equity, active transportation, and health in the built environment to lead the organization, raise revenue, and carry out the mission of WALKSacramento. With support from the staff and Board of Directors, the Executive Director will be responsible for leading and managing a small but quickly developing organization, not only directing its growth, but also
overseeing all program, advocacy, communications, development, and administrative operations of the organization. WALKSacramento has an annual budget of approximately $400,000 and 4 staff that report to the Executive Director.

The Executive Director is responsible for developing and maintaining a business model that produces exceptional mission impact and sustained financial health. The Executive Director provides operational leadership in achieving the organization’s mission, directs day-to-day operations, provides leadership for staff professional growth and development, and helps coordinate, grow, and harness an active Board of Directors. The ideal Executive Director should align with the organization’s mission, values and goals.

Strategic Leadership and Organizational Management
- Guide the organization’s major programmatic activities and ensure alignment with available funding as well as WALKSacramento’s strategic plan.
- Implement and track WALKSacramento’s current strategic plan while collaborating with staff and the Board of Directors to develop long-term organizational goals.
- Ensure that WALKSacramento operations and programs are well-administered and hire staff and/ or consultants as needed.
- Develop and maintain partnerships and external collaborations to advance WALKSacramento’s standing and reputation in the field.
- Keep your fingers on the pulse of trends, community needs, and funding opportunities in order to strategically guide and support the organization as a whole.
- Encourage and foster a healthy, supportive work environment that promotes personal and organizational growth, including mentorship and professional training among staff.

Fundraising and Financial Oversight
- Develop and direct the tracking of WALKSacramento’s annual budget and monthly cash flow projections, provide regular financial reports to advisory board, and coordinate with community partners and stakeholders on projected funding and major expenses.
- Provide oversight of revenue, expenses and payables, and monitor the work of the contract accountant.
- Ensure compliance with state and federal employment, tax and other requirements. Build and maintain relationships with institutional donors and individual major donors. Seek out new funding sources, including donations, fee for service work, and new partnerships.
- Working with the board, staff and community partners identify and implement annual fundraising goals and activities to secure greater philanthropic support for WALKSacramento’s mission, vision, and goals.

Advocacy and Policy Development
- Collaborate with the Board of Directors to develop strategies and advocacy efforts that align with WALKSacramento’s mission and vision.
- Monitor impacts of local and regional policies related to mobility and land use, especially as it relates to overburdened and under-resourced communities in decision making.
- Lead locally on statewide policy, legislation, and advocacy initiatives that align with WALKSacramento’s mission, vision and goals. Support organized groups on local advocacy and coalition building.

Communications and Community Relations
• Represent WALKSacramento and maintain positive working stakeholder relationships across sectors, including policymakers, funders, agency partners, and the communities WALKSacramento serves.
• Act as a primary spokesperson with all stakeholders, including decision-makers, strategic partners, community residents, current and prospective funders, and the media.
• Build and leverage professional networks throughout the Sacramento region by attending and presenting at public forums, events, conferences, and other meetings as appropriate.
• Advocate for the need for health in the built environment, health equity, and mobility justice to community members, stakeholders, and the media.

Board Coordination
• Assemble quarterly Board of Directors report including financial projections, project updates, initiatives, and other important updates from the organization.
• Facilitate strong Board and staff alignment around organizational structure, and annual and long-range programmatic and financial goals.
• Support the Board of Directors in recruiting and orienting new board members and maintaining board membership.
• Encourage and support board member involvement in fundraising.

ATTRIBUTES OF THE SUCCESSFUL CANDIDATE
Candidates should have energy, enthusiasm, mature judgment, integrity, and a history of working with a diverse population promoting active transportation, health equity, social justice, or mobility justice.

The ideal candidate will have the following attributes needed to perform successfully:

Lives the Mission: Able to support, foster, and advocate for healthy communities and accessibility with humility and contextual sensitivity. Makes sound judgments, understands different approaches and historical context to doing work across different communities. Understands the connection between land use and transportation and the importance of prioritizing community voice in the conversation.

Values Collaboration: Able to bring people together; fosters and maintains strong partnerships with governing agencies, small businesses, non-profit advocacy organizations, community-based organizations, funders, and stakeholders in an effort to contribute to a safer, healthier, and more equitable region. Thrives in a small, but collaborative and efficient team environment.

Thinks Strategically and Implements Tactically: Can understand the big picture; able to support staff in implementing projects effectively and in a well-organized manner, develops creative and innovative ways to push forward the organizational mission. Action-oriented and proactive when managing the growth of the organization.

Has Fundraising Acumen: Knowledge and experience with building a fundraising base. Ability to develop and manage an organizational budget. Recognizes financial opportunities, including grants and fee contacts, and implements innovative fundraising techniques. Can sustain a base of grants and individual and institutional donors.

Knowledge of Active Transportation Ecosystem in Sacramento Desired: Experience and prior connections with stakeholders, allied organizations, and elected officials in the Sacramento Region a
plus. Recognizes the importance of transportation to address our collective climate crisis, understanding that historically marginalized will be impacted by climate change the most and have the highest need for better mobility options and infrastructure.

**Storyteller and Connector:** Ability to humanize, tell a story, and translate policy into language that is clear and meaningful to diverse audiences.

**Desired Qualifications**
- At least five years of experience managing staff and/or volunteers, preferably with a non-profit.
- Experience with legislative and policy-making processes.
- Ability to direct a program of projects.
- Strong interpersonal, leadership, analytical, and communications skills, including public speaking and writing.
- Ability to be a spokesperson for the organization who can catalyze stakeholder action.
- Strong commitment to WALKSacramento’s mission
- Proficiency with Microsoft Office and web applications, use of social media.
- Bilingual/Multi-lingual, a plus.

**SALARY, BENEFITS, AND WORK LOCATION**
This is a full-time salaried position. The salary range is between $75,000-$90,000 annually, based on experience. Benefits include:
- Competitive medical and health reimbursement plan
- 12 days of paid vacation per calendar year
- 12 days of paid sick leave per calendar year
- 12 paid holidays per calendar year
- Reimbursement for work travel related expenses

The WALKSacramento office is located in Downtown Sacramento at 909 12th Street, Sacramento, CA 95814.

**TO APPLY**
Application Deadline: January 13, 2020 5:00 pm.
To apply, please send 1) a resume and a cover letter as one PDF file. File should be saved as firstname_lastname_ExecutiveDirectorPosition.pdf.
Send to contact@walksacramento.org. Use the subject line: Executive Director Application – Last name, First name
Applications will be reviewed as they are received and interviews are scheduled on a rolling basis.

*WALKSacramento commits to advancing equity and diversity in all that we do. We are an Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse*
and inclusive community. WALKSacramento 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.