



909 12th St
Suite 203
Sacramento, CA 95814
contact@walksacramento.org

Executive Director Position Announcement

Candidate submission review begins August 15, 2020.

Desired start: September 2020

Applications accepted and reviewed on a rolling basis.

Since its founding in 2001, WALKSacramento has been a regionally recognized leader in advancing policies that drive health equity, supporting community priorities through meaningful engagement, and delivering programs that encourage active travel for health, economic development, and environmental benefits.

ABOUT WALKSACRAMENTO

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.
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ABOUT THE POSITION

Overview

The WALKSacramento Board of Directors is seeking a visionary, impact-focused, 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.

With support from the staff and Board of Directors, the Executive Director will lead and manage a small and effective team, not only directing the organization's growth but also overseeing all program, advocacy, communications, development, and administrative operations. WALKSacramento has an annual budget of approximately \$400,000 and four staff.

The Executive Director is responsible for developing and maintaining a business model that produces exceptional mission impact and sustained financial health. The Executive Director leads the organization's mission, directs day-to-day operations, fosters staff professional growth and development, and collaborates with and helps cultivate an engaged and productive Board of Directors.

Key Responsibilities

Strategic Leadership

- Build a positive work environment that values and supports an open exchange of diverse ideas, capitalizes on staff strengths, and creates a team-oriented culture.
- Advance the mission, vision, and values of WALKSacramento through strong internal and external leadership.
- Develop, maintain, and enhance strategic partnerships and external collaborations to advance WALKSacramento's reputation in the field and standing in the community.
- Stay abreast of local, regional, state, and federal initiatives, policies, and best practices that impact WALKSacramento's mission and programs.
- Optimize WALKSacramento's ability to provide mission work to the community.

Advocacy and Policy Development

- Collaborate with local, regional, and statewide coalitions to influence policy, legislation, and advocacy initiatives.
- Advocate for the need for health in the built environment, health equity, and mobility justice to community members, stakeholders, and the media.

Communications and Community Relations

- Cultivate and maintain positive stakeholder relationships across sectors, including policymakers, funders, agency partners, and the communities WALKSacramento serves.
 - Develop communication plans that raise awareness of key issues, build influence, and leverage community engagement to affect policy change.
 - Act as a primary spokesperson with all stakeholders, including decision-makers, strategic partners, community residents, current and prospective funders, and the media. Ability to humanize, tell a story, and translate policy into language that is clear and meaningful to diverse audiences.
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Organizational Management

- Encourage and foster a healthy, supportive work environment that promotes personal and organization growth, including mentorship and professional training among staff.
- Guide the organization's programs and ensure alignment with available funding as well as WALKSacramento's strategic plan.
- Ensure that WALKSacramento's workplace and operations are well-designed and administered.
- Meet staffing needs by following a thoughtful recruitment and onboarding process as well as leveraging process efficiencies, volunteers, and consultants.

Fiscal Stewardship

- Manage WALKSacramento's financial planning and budget to support the Strategic Plan and ensure financial sustainability.
- Oversee financial activities and controls, and monitor the work of the contract accountant.
- Ensure compliance with state and federal employment, tax and other requirements.

Board Coordination

- Assemble bi-monthly 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 and in other strategic plan initiatives.

ATTRIBUTES OF A SUCCESSFUL CANDIDATE

Candidates will 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



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push forward the organizational mission. Action-oriented and proactive when managing the growth of the organization.

Has Fundraising Acumen: Ability to develop and manage an organizational budget. Recognizes financial opportunities, including grants and fee contacts, and implements innovative fundraising techniques. Can sustain and build 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.

DESIRED QUALIFICATIONS

- At least five years of experience managing staff and/or volunteers, preferably with a non-profit.
- Bachelor's degree in Public Health, Public Policy, Social Justice, Environmental Justice, Public Administration, Urban Planning, Geography, Architecture, Urban Design, Active Transportation, Social Welfare, Nonprofit, Management, or related field. Master's degree a plus.
- 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 LOCATION

Location:

Sacramento, CA

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 related travel expenses

Reports to:

Board of Directors

Compensation:

The salary range is between \$75,000-\$90,000 annually, based on experience.



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TO APPLY

Applications will be accepted and reviewed on a rolling basis with the first round of candidate reviews beginning August 15, 2020. Online panel interviews and in-person interviews will be conducted on a rolling basis. In-person interviews will be determined based on current COVID-19 public health guidelines.

To apply, please send the following in **one** PDF file with the file name **firstname_lastname_ExecutiveDirectorPosition** to contact@walksacramento.org:

- Cover Letter
- Resume
- Three writing samples (preferably related to policy and community work or outreach campaign materials)
- Three references

WALKSacramento is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression), marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Persons of color, LGBTQ+ people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.
