



Federal Policy Manager Safe Routes to School National Partnership *Job Description*

Reports to:	Deputy Director
Supervises:	None
FLSA Status:	Full-time, exempt employee; "at will" employment status
Salary Tier:	Programmatic staff

Summary: The federal policy manager plays a critical role in representing the Safe Routes to School National Partnership on Capitol Hill and with federal agencies. The federal policy manager will regularly meet with Congressional offices and key federal agencies to convey the needs and importance of having Safe Routes to School and to advocate for policies and funding levels that are supportive of Safe Routes to School, bicycling and walking. This position is also responsible for tracking the implementation of the recent MAP-21 transportation bill and researching and writing policy reports and papers on Safe Routes to School and related topics. The federal policy manager will collaborate closely with national and state coalition partners to advance active transportation.

Key Responsibilities:

Advocacy and Policy Change

- Working with the Deputy Director, develop and implement strategies to accomplish the National Partnership's legislative agenda on active transportation funding, bicycle and pedestrian safety and policies supportive of healthy, multi-modal transportation options.
- Work with Congressional offices to secure positive policy and funding levels for Safe Routes to School, bicycling and walking in the transportation reauthorization bill and other appropriate legislative vehicles.
- Regularly meet with Congressional offices representing both parties in the House and Senate to develop and strengthen relationships and develop allies.
- Develop and strengthen relationships with key federal agencies, particularly the U.S. Department of Transportation, to influence implementation decisions.
- Engage other national organizations with similar agendas, collaborate closely on strategy and implementation, inform them regularly and represent the National Partnership's position.
- Represent the National Partnership at Congressional and agency receptions, meetings and events.

Grassroots Engagement

- Work with local advocates to organize site visits with members of Congress to showcase successful Safe Routes to School projects.
- Engage local groups and champions in grassroots advocacy, focusing particularly in lower-capacity states.
- Provide information and technical assistance to state and local groups regarding legislative aspects of MAP-21 implementation.

Data Collection, Research and Writing

- Provide regular internal updates to National Partnership staff about the ramifications of Congressional and federal agency actions.
- Regularly track state and MPO implementation of aspects of the MAP-21 transportation bill relevant to Safe Routes to School, bicycling and walking, including spending rates, staffing and application processes.
- Develop outreach materials to educate and engage members of Congress, including state-specific lists of funded projects and local examples of Safe Routes to School projects.
- Write dear colleagues, sign-on letters, Federal Register comments and other materials needed to carry out legislative and agency strategies.
- Research and write policy reports and papers, as assigned, on Safe Routes to School and transportation policy.
- Produce blog posts, advocacy alerts and web content, and contribute to Safe Routes to School E-news and other key National Partnership publications.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders and the Safe Routes to School and shared use fields.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested (travel required); and work as a team player to fulfill the missions and goals of the National Partnership.
- Assist with additional activities, special projects and other duties as assigned to support the National Partnership.

Qualifications/Requirements:

Required qualifications for the federal policy manager position include: at least four years' experience in legislative or government affairs, with a strong preference for federal transportation policy; a minimum of a bachelor's degree; strong analytical and interpersonal skills; ability to work independently and as a team; and proficient with PCs and Microsoft Office.

Physical Requirements:

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or nationally. Regular travel within the DC region (without overnight stays) is required as part of the day-to-day advocacy associated with this job. Travel throughout the country is required to attend conferences and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.