

WalkBoston Executive Director Job Description

What we're looking for:

WalkBoston is looking for an Executive Director to lead the organization into an exciting next phase which will include implementing the newly developed strategic plan, expanding our organizational reach statewide, and continuing our advocacy and organizing efforts in support of safe pedestrian infrastructure and public policy.

Who we are and what we do:

WalkBoston, a nonprofit 501(c)(3) advocacy organization, makes walking safer and easier in Massachusetts to encourage better health, a cleaner environment and more vibrant communities. We have a vision of a Massachusetts where people walking – no matter their race, identity, age, ability, or lived experience – feel safe, connected, and valued on our streets and sidewalks. Our small, committed staff work as a team to make change: whether it's getting a crosswalk painted in a neighborhood or influencing Massachusetts state policy to make streets safer for all. Key to our effort is the value we place in Community, Equity, and Partnership.

As the first pedestrian advocacy organization in the country, for over 30 years WalkBoston has been an industry leader and cutting-edge advocacy organization. As an innovator in the walkability field, WalkBoston has helped pass legislation and write pedestrian design manuals; created walks, maps and wayfinding systems; led the nation's first Safe Routes to School program; promoted healthy living campaigns; and publicized the economic value of good walking environments for business success. We've used tactical urbanism and social media to tell people's stories to help make changes to street design, policies, and to drive public sentiment for projects.

What the Executive Director will do:

Our next Executive Director will lead the organization and further our mission of making walking safer and easier in Massachusetts to encourage better health, a cleaner environment, and more vibrant communities. The Executive Director will be a leader who believes in WalkBoston's mission, vision and values, and is an excellent communicator and coalition builder with a demonstrated commitment to racial equity principles. The Executive Director will be tasked with implementing our newly developed equity centered [Strategic Plan](#).

The Executive Director will uphold WalkBoston's values of community, equity and partnership and work towards a Massachusetts where people walking – no matter their race, identity, age, ability, or lived experience – feel safe, connected, and valued on our streets and sidewalks.

The ideal candidate is a strategic thinker with a track record in managing budgets, staff, and fundraising and/or comfort with asking for money. Professional or lived experience in the following is desired but not required; fundraising for a small non-profit, advocating or organizing among diverse populations, board recruitment / retention, knowledge of transportation planning, urban planning, or public health, and subject matter expertise in active transportation, demonstrated understanding of the importance of access to equitable transportation as a means to promote health and racial equity.

WalkBoston is seeking a diverse (race, age, geography, background and experience) candidate pool. The Executive Director is a leader who can apply a varied set of professional and lived experiences to the betterment of WalkBoston. We encourage individuals to apply who share a passion for our mission, vision, and values and enjoy contributing ideas on how we can become stronger as an organization.

Job responsibilities:

Administration and Management

Lead 5 to 6 person staff to execute day-to-day responsibilities that further the mission and achieve the strategic plan.

Hire, supervise and evaluate all staff while maintaining up-to-date human resources practices and protocols for the organization.

Develop annual operating budget, monitor grant and contract budgets, review monthly financial reports, oversee payroll, and manage our accountant and bookkeeper consultants.

Program Support

Ensure ongoing programmatic excellence in advocacy initiatives and grant-funded projects. Guide and support staff to ensure program goals and deliverables are met.

Monitor new program development to advance WalkBoston's reach in Massachusetts.

Maintain relationships with state agencies, municipal staff, advocates, allied organizations and subject matter experts to stay informed of and shape policies and project implementation.

Fundraising

Oversee implementation of annual fundraising plan with the Deputy Director of Operations.

Cultivate relationships with various organizations, foundations, corporate and individual donors and perform other donor stewardship activities.

Negotiate fee-for-service agreements with partners dedicated to the advocacy and awareness building goals of the organization.

Board of Directors Coordination

Meet regularly with the Board of Directors (currently 10 evenings/year) to provide program, financial, and advocacy updates. Solicit feedback and input from Board members to shape WalkBoston advocacy initiatives, policies and procedures.

Meet regularly with the Executive Committee to review monthly financials, set Board meeting agendas, and address any other organizational issues.

Support recruitment and training of new board members.

Develop and maintain relationships with Board members to best support their engagement with the organization.

Desired qualifications:

Passion for community, equity, and partnership in creating a more walkable Massachusetts.

Academic, work, or volunteer background in community organizing, urban planning, land use planning, transportation, public policy, or related fields

Expertise in non-profit and/or business management, including but not limited to skills in organizational structure, operations and finance.

Strong public presentation and advocacy skills to represent the organization in diverse communities in the media and other public forums.

Collaborative leadership style that values broad perspectives and provides an environment for people of all races, genders, abilities, ethnicities and socioeconomic backgrounds to thrive.

Coalition and team builder.

Commitment to racial equity principles.

Lives in or willing to move to Massachusetts.

Compensation:

Full-time position (37.5 hours/week)

Annual salary range: \$90,000 - \$110,000 based upon prior work experience

Standard benefits include holiday compensation, paid time off, health insurance, and flexible scheduling.

In-state travel is required.

Availability for occasional early morning, evening, or weekend hours is required.

Currently, WalkBoston staff is working on a hybrid model, with a flexible number of days spent in-person. We have a shared office space at the CIC in Downtown Boston which we share with several other transportation advocacy organizations.

If you are interested in the job but do not meet all the desired skills and qualifications, please do not hesitate to apply! The successful candidate will meet many of the requirements listed and will undoubtedly grow into others.

WalkBoston is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, ability, age, or veteran status. We work hard to ensure diverse slates of candidates for openings at our company.

To apply email a resume and cover letter answering the question "What relevant experience, skills and assets would you bring to the role of Executive Director?" to jobs@walkboston.org. Preference given to applications received by March 24th.