



**Job Title:** Senior Policy Program Manager

**Start Date:** May 2023

**Salary:** Starting at \$87,000

**Location:** Remote; required quarterly presence in NYC/DC, as well as occasional travel, including to NACTO's annual Designing Cities conference

The National Association of City Transportation Officials (NACTO) is seeking a pro-active, experienced transportation policy professional to join our team as a full-time **Senior Policy Program Manager**. This role will work to guide NACTO's policy efforts, harnessing the voices of city transportation professionals to improve local, state, and federal transportation policy making and funding.

The Senior Policy Program Manager will shape and oversee NACTO's policy work. The person in this role will ensure that NACTO stays abreast of key policy issues and can respond in a timely, impactful, and effective manner. They will track and analyze select local, state, and federal policy actions. Working closely and collaboratively with other NACTO staff, in particular NACTO's communications and safety teams, and with key external partners, they will create and support efforts to amplify city needs and positions. Through the development and execution of virtual and in-person programming, they will foster a vibrant community of transportation policy professionals in cities across North America. This role reports to the Director of Strategy.

NACTO works remotely, with optional opportunities for regular in-office time for people located in New York City. The position includes the expectation of quarterly travel to New York City and/or Washington DC, as well as participation in NACTO events such as the annual [Designing Cities Conference](#).

### **Who we are**

NACTO is a nonprofit association of 95 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Philadelphia, Atlanta, New Orleans, and Houston, and transit agencies such as LA Metro and Chicago Transit Authority. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our staff team is passionate, outcomes-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

NACTO's recent policy campaigns include reforming the [MUTCD](#), increasing federal transit funding, increasing [direct aid to cities](#), encouraging better vehicle design and [direct vision standards for vehicles](#), and [reducing GHG emissions](#). The Senior Policy Program Manager will guide NACTO's policy work which includes: helping cities best make use of IIJA funding to support better safety, climate, and equitable outcomes; advancing a safe-systems approach to speed limit setting and speed management; continuing to push for better federal design

standards, including vehicle design; and exploring opportunities to better influence state funding and design guidance. For more information on NACTO's policy work, please see our [website](#).

### **Who you are**

We are looking for an experienced campaigner and transportation policy wonk who wants to harness the voices of North American cities and transit agencies to improve North American transportation policy, practice, and funding structures.

The ideal candidate is an excellent persuasive writer and a critical policy thinker who has experience with the realities of transportation policy making, especially in and for cities. They excel at synthesizing information and analyzing policy proposals, ensuring that NACTO stays abreast of major policy actions and opportunities from USDOT, Congress, and other governmental bodies, and can respond quickly and impactfully to transportation-related legislation, RFEI's, rule-makings, and other policy proposals. Knowing that policy is not made on paper, they are a strategic campaigner who is experienced at leveraging opportunities to advance policy goals and is excited to build coalitions and partnerships that advance mutual goals. Finally, they are a strong, organized project manager who can support and oversee multiple projects at once. They are excited to collaborate and connect with people at different levels to coordinate efforts, share information, and get things done.

To be successful in this job, you will excel in the following key areas:

- **Persuasive writing:** You can quickly write pithy, impactful content that accurately conveys policies and policy positions, and translates technical information for a broader audience (including policy makers and media).
- **Developing advocacy campaigns and building issue-based coalitions:** You effectively and enthusiastically seek opportunities to advance NACTO's policy positions and build coalitions to advance better transportation policy outcomes.
- **Expertise in US transportation policy making:** You have experience in making policy - local, state, and/or federal - and understand how policy gets made, how money moves, and to make change.
- **Experience engaging with race and equity issues:** NACTO staff work in a wide variety of cities and contexts across North America, and the ability to speak thoughtfully while still being open to learning about race, equity, and transportation policy is essential to this work.
- **Critical thinking:** you ask questions and don't take things on face value. You have a strong ability to take in information and synthesize for other audiences.
- **Management:** You know how to manage people and projects, collaborate with colleagues and teams, and delegate tasks in a timely and intentional fashion. You know when to ask for direction and support from your manager.

## Responsibilities Include

Your job will be to manage and guide NACTO's policy work, helping cities and transit agencies use their collective voice to create better, safer, more sustainable and equitable transportation policy and practice in North America. With supervision from the Director of Strategy and other NACTO leadership, you will:

- **Develop and manage NACTO's Policy portfolio** including federal, state, and local transportation policy efforts.
  - **Manage and guide NACTO's annual policy work**, supervising project teams, projects, and staff.
  - **Develop NACTO's policy positions and recommend and develop new opportunities for NACTO's policy work**; help develop grant proposals and other materials to support existing and new policy efforts.
- **Track federal, and select state and local, actions and opportunities**; communicate key information to NACTO and member cities; and advise on strategies and approaches.
  - **Respond to federal actions** such as rule-makings, legislation, and RFEIs; work in close collaboration with other NACTO program and communications staff.
  - **Write pithy, impactful materials and create member-facing programming** that informs, educates, and activates NACTO members about key policy topics.
- **Identify, develop and support NACTO's public campaigns to improve US federal transportation policy.**
  - **Identify strategic policy opportunities** and help develop public-facing campaigns to activate cities to advance NACTO's policy agenda.
  - **Write timely, persuasive, and accurate public-facing materials** such as press releases, sign-on letters, op-eds, web text, statements etc. Support in the development of materials to respond to media inquiries and other external requests.
  - **Identify and engage with stakeholder organizations** and represent NACTO in partnerships and coalitions.
- **Coordinate NACTO's interactions and engagements with the U.S. federal government**, Congress, and other national organizations.
  - **Oversee the overall internal coordination** of all NACTO's transportation requests and campaigns to maximize impact, efficiency, and good outcomes.
  - **Maintain and strengthen relationships with key partners** and points of contact in federal and state government agencies and national partner organizations.
  - **Represent NACTO** at events and in meetings with partner organizations.
- **Foster and invigorate the NACTO Policy Peer Network**, creating a robust platform for members to share information and expertise on national, state and local policy issues.
  - **Implement a regular cadence of impactful, timely Policy peer network programming** (e.g. calls, webinars, e-blasts, events) that encourages peer information sharing and camaraderie amongst city and transit agency staff.
  - **Support national and local policy efforts in [international](#) member cities** through thoughtful peer city connections and conversation.
  - **Connect regularly with individual policy staff in NACTO member cities**, learning about their challenges, success, and expertise and advising them on NACTO and peer resources as available.

**Qualifications**

NACTO does not have minimum requirements for education or professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply. Generally, we expect qualified candidates would have the following baseline experience for a Senior Program Manager:

- 8 years of relevant professional experience; OR
- 6 years of relevant professional experience with an undergraduate degree; OR
- 4 years of relevant professional experience with a relevant master's degree

**How to Apply**

Send a cover letter, resume and short (1-2 pages) persuasive writing sample as one PDF file to [hr@nacto.org](mailto:hr@nacto.org) with subject Senior Policy Program Manager. Resumes received by February 24th, 2023 will receive first consideration, though this position is open until filled. We will be reviewing resumes on a rolling basis and we encourage you to apply as soon as possible. No calls please.

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries based on a nonprofit scale and commensurate with experience. Benefits include accrued PTO and family leave; healthcare, dental and vision insurance; expanded disability and life insurance; retirement savings plan; and pre-tax commuter benefits.*