



National Association of  
City Transportation Officials

**Job Title:** Senior Manager, Policy

**Start Date:** Mid November 2023

**Salary:** \$95,000-\$105,000

**Location:** Remote position with occasional travel expected, including regular presence in Washington, DC for policy meetings, required travel to NYC for quarterly in-person staff meetings, and travel to the annual Designing Cities Conference. Although we are open to all US based candidates with permanent United States residency, living in close proximity to Washington, DC would be helpful for this role.

The National Association of City Transportation Officials (NACTO) is seeking a proactive, experienced transportation policy professional to join our team as a full-time **Senior Manager, Policy**. 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 in service of safe, sustainable, and equitable outcomes for communities.

The Senior Manager, Policy will lead on cultivating, shaping, and implementing a forward-thinking, imaginative, and impactful policy voice and vision for NACTO that serves to advance the organization's policy goals in a way that is aligned with our organizational mission. Combining transportation policy fluency with a curiosity and drive for creating equitable transportation outcomes, the Senior Manager, Policy will engage in critical thinking and persuasive writing that pushes NACTO's policy platform and strategic campaigns forward, as well as relationship building and coalition building that energizes and activates NACTO's Policy Peer Network.

The Senior Manager, Policy will work closely with the Director of Policy and Practice on regular strategic visioning to keep the organization operating at the cutting edge of meaningful policy work, will project manage and collaborate with the internal NACTO team on small-scale and large-scale campaigns and policy projects, and will work closely with external partners in order to build momentum around NACTO's campaigns and policy goals. Through the programming and facilitation of virtual and in-person programming, this person will foster and engage a vibrant community of transportation policy professionals in cities across North America. This role reports to the Director of Policy and Practice.

NACTO works remotely, with optional opportunities for regular in-office time for people located in New York City, and required quarterly participation in NACTO's all-staff in-person sessions. The

position includes the expectation of quarterly travel to New York City and/or Washington DC, as well as contribution to 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 federal funding to cities](#), encouraging better [vehicle design](#) and [direct vision standards for vehicles](#), [reducing GHG emissions](#), regulating autonomous vehicles, and recommending strategies for the design of IIJA-funded discretionary grant programs such as [Safe Streets and Roads for All](#). The Senior Policy Manager will implement and coordinate strategic campaigns in service of NACTO's [policy priorities](#), including: 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; increasing opportunities for community collaboration in transportation planning; continuing to push for better federal design standards, including street design and vehicle design; and exploring opportunities to better influence state funding and design practices. 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 will harness the voices of North American cities and transit agencies to improve federal, state, and local transportation policy, funding, and practice. The ideal candidate is an excellent persuasive writer, a critical policy thinker, and a thoughtful coalition builder who has experience with the realities of transportation policy making, especially in and for cities.

You 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, rule-makings, and other policy proposals. You are energized by writing persuasive content that sticks.

Knowing that policy is not made on paper, you are a strategic campaigner who is experienced at seeking and leveraging opportunities to advance policy goals, and are skilled at building coalitions and partnerships that advance mutual goals.

You are a strong, organized project manager who can support and oversee multiple projects at once and delegate tasks thoughtfully and collaboratively. You are excited to cross collaborate in a matrixed organization and connect with people at different levels to brainstorm and chew on ideas, coordinate efforts, share information, and move the work forward in service of the organizational mission.

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

- **Expertise in US transportation policy:** You have direct policy experience—local, state, and/or federal—and understand how policy gets made, how money moves, and how to influence policy outcomes. You have an understanding of, and experience with, building strategic campaigns on specific policy issues or priorities.
- **Critical thinking and persuasive writing:** You're analytical and curious. You ask insightful questions, consider nuance, evaluate downstream impacts, and don't take things on face value. You're an effective communicator, and can quickly generate written material that translates technical information for a broader audience (including policy makers and the media) and persuasively communicates our policy positions. You know how to distill complex concepts into pithy, compelling language to influence policy decisions and outcomes.
- **Relationship- and coalition-building:** You develop and maintain strong, collaborative working relationships with a diverse group of partners, including staff from member city transportation departments and transit agencies, as well as national and local partner organizations. You are skilled at building alliances and finding points of collaboration, and can guide a coalition towards shared goals.
- **Experience engaging with race and equity issues:** You understand the role of race, gender, and other identities in shaping transportation disparities, historically and in present day, and you consistently advocate for more equitable policy solutions. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.
- **Project management:** You effectively and thoughtfully manage projects from inception to completion and delegate tasks to your colleagues in a timely and organized fashion. You are adept at facilitating project meetings, setting action steps, and ensuring that the action steps are completed by the deadline. You know when to pivot, when to brainstorm solutions to project challenges, and when to ask for direction and support from your manager.

**Core responsibilities include:**

- **Lead the annual development of NACTO's [Policy Platform](#)** to synthesize and communicate our organizational positions, with guidance from the Director of Policy and Practice, and input from NACTO members. Design and implement a process of collecting member input and feedback to inform a strategic policy agenda that reflects

the needs and realities of our member agencies. Spearhead and project manage the research, writing, and editing process to produce an annual document and supporting communication materials.

- **Track federal, state, and local policy initiatives**, keeping a finger on the pulse of the policy landscape and identifying opportunities for NACTO to take action or influence outcomes. Distill and communicate key information to member agencies, helping our members stay focused on opportunities for impact. Write memos and policy briefs, and develop member-facing programming that educates and activates NACTO members about key policy topics.
- **Develop and implement strategic campaigns** on priority issues for NACTO. Identify strategic policy opportunities and collaborate with colleagues, members, and partners to advance NACTO's policy agenda. Respond to federal actions such as rule-makings and legislation, working in close collaboration with other NACTO program and communications staff. Write timely, persuasive, and accurate public-facing materials such as press releases, sign-on letters, op-eds, web text and statements. Support in the development of materials to respond to media inquiries and other external requests. Identify and engage with partner organizations and represent NACTO in coalitions.
- **Foster and invigorate NACTO's Policy Peer Network**, creating a robust platform for members to share information and expertise on national, state and local policy issues. Plan and facilitate a regular cadence of programming (e.g. calls, webinars, e-blasts, events) that encourages peer information sharing and camaraderie amongst city and transit agency staff. Program and facilitate engaging in-person sessions at the annual Designing Cities conference to advance strategic policy conversations and foster connections among the NACTO membership. Connect regularly with individual policy staff in NACTO member cities, learning about their challenges, successes, and expertise, and advising them on NACTO and peer resources.
- **Build and maintain relationships with partners**, including at USDOT, Congress, state governments, and allied nonprofit organizations. Oversee and coordinate NACTO participation in policy coalitions, representing NACTO directly or collaborating with other NACTO staff to ensure coverage. Maintain and strengthen relationships with key partners and points of contact in federal and state government agencies, and coordinate with internal colleagues to maximize impact, efficiency, and outcomes.

### **Qualifications**

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

- A proven track record and moderate to significant professional experience as a subject matter expert in at least three core responsibilities of the role.

- A proven track record and moderate professional experience with collaborating on strategic visioning.
- A proven track record and moderate to significant experience as a project manager on both short-term projects and large scale, multi-year projects.
- A proven track record and at least moderate experience engaging with race, equity, and transportation policy issues.
- A proven track record and at least moderate experience with collaborating with a diverse team across varying career levels in a matrixed work environment.

### **How to Apply**

[Please use this application](#) to apply for the role. **The application is due on Friday, September 29th at 9:00 am EST.** Please note that we cannot accept late submissions. No calls or email inquiries please.

*NACTO engages in a negotiation-free practice for salaries and benefits that is aligned with our internal equitable compensation plan. We seek to offer competitive salaries and benefits that are aligned with market research and the requirements of the role. All salary offers are based on a combination of factors including years of experience and core competencies instead of a candidate's ability to negotiate a salary.*

*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.*