



## Projects and Policy Manager Position Description

**Position Status:** Full time (40 hours/week), salaried, manager-level position

**Start date:** July 10th, 2023

### **Organization**

Located in Austin, Texas, **Shoal Creek Conservancy (SCC)** is a 501(c)(3) nonprofit organization established in 2013. SCC champions the Shoal Creek watershed in order to create a healthy and vibrant community. We aim for the Shoal Creek Trail and Bikeway to become part of a citywide network of urban trails that makes being active a fun, easy, and daily choice for all Austinites. We envision a fishable, swimmable creek and a lively trail supported by an engaged community who steward both public and private lands within the watershed.

SCC is an established leader in the Austin trail and environmental advocacy network. We seek an experienced, passionate and positive community builder to promote the goals of the Shoal Creek Trail Plan and the mission of Shoal Creek Conservancy.

### **Position Overview**

The Shoal Creek Conservancy Projects & Policy Manager role is responsible for mission-critical outreach, relationship building, planning and fundraising for the Shoal Creek Trail Plan and advocacy for all of Shoal Creek Conservancy's priorities. This position works closely with partner organizations, City of Austin staff, local elected officials and foundations who support our work. This is an office-based position with the option to work from home or the office in Central Austin. This position reports to the Executive Director. At this time, there are no direct reports to the Project and Policy Manager.

### **Project & Policy Manager roles & responsibilities:**

- Lead the implementation of the Shoal Creek Trail Plan, with a focus on trail, bikeway, pedestrian and other active transportation improvements. Activities include:
  - Engage community members in advocacy for trail improvements
  - Coordination with City departments and other partner entities who are responsible for implementing trail improvement projects
  - Maintain relationships with project partners (such as Safe Streets Austin, the Downtown Austin Alliance, and the Red Line Parkway Initiative)
  - Provide advocacy and education on issues affecting Shoal Creek to elected officials



- Lead the integration of trail-related content into marketing plan, media relations and strategy as it relates to advancing program goals.
- Lead relevant stakeholder groups as needed for trail projects
- Monitor local and regional transportation planning efforts to ensure inclusion of Shoal Creek Trail Plan priorities
- Attend City of Austin board and commission and city council meetings as necessary to represent Shoal Creek Trail Plan priorities
- Work with the Executive Director and staff on the annual program planning process, annual budget planning, strategic planning, and year-round strategy on advocacy efforts.
- Communicate trail and advocacy priorities to Shoal Creek Conservancy staff.
- Identify opportunities for staff and board of directors to collaborate on advancing advocacy goals for the Shoal Creek Trail and watershed
- Draft grant applications relevant to the Shoal Creek Trail Plan, with support from the Executive Director
- Represent SCC in strategic coalitions, such as Austin Outside
- Track project progress and provide content for grant reports and SCC's annual report
- Represent SCC at community events, average of 6 times per year
- Attend in-person staff outings, average of once per month

### **Qualifications**

- At least 3 years professional experience working with local government, community outreach or advocacy organizations
- Experience in active transportation concepts and advocacy preferred
- Great track record of building and maintaining professional relationships
- Knack for communicating technical concepts to a general audience
- Confident public speaking skills
- Excellent time management and written communication skills
- Experience with grant writing is a plus
- Familiarity with Word, Excel and social media in the workplace. Google Suite is a plus.
- Experience organizing database entries is a plus
- Willingness & enthusiasm to work outdoors, supporting occasional special events and leading meetings/site visits along the Shoal Creek Trail
- Available for a full-time, 40-hour work week
- Have a flexible schedule and be able to work occasional evenings and weekends

**To Apply:** Please submit a cover letter, resume and list of three references to Ivey Kaiser at [ivey@shoalcreekconservancy.org](mailto:ivey@shoalcreekconservancy.org) no later than June 17, 2023. Please include "Projects and Policy Manager Position" in the subject line.



***Salary & Benefits***

Starting salary: \$55,000/year, including health insurance reimbursement, 401k with company match, 20 days of paid time off annually, 12 weeks of parental leave (6 weeks paid), and 9 paid holidays plus the week between Christmas and New Years.