



## Position Announcement Advocacy Director / Co-Executive Director

---

**Reporting To:** Co-Executive Directors and Board of Directors

**Employment Classification:** Full-Time, Overtime Exempt

**Salary:** \$59,000

**Start Date:** December-January

**Application Deadline:** November 30, 2020

**Benefits:**

- **Medical insurance** (100% of premiums paid by The Street Trust) effective on the first of the month following your start date.
- **Dental, Life, & Long-term Disability insurance** (100% of premiums paid by The Street Trust) effective on the first of the month following start date.
- **Retirement plan** with contributions from The Street Trust equalling 2% of your salary, effective on 1/1/2021
- **Generous Paid Time Off Plan** with 1 month of PTO in first year and additional PTO in subsequent years + 9 additional paid holidays of your choice per year

**Who We Are:**

The Street Trust is a 501(c)3 non-profit transportation justice organization working to promote bicycling, walking, and public transit. Since 1990, The Street Trust has worked in partnership with citizens, businesses, community groups, government agencies, and elected officials to create communities where all people can meet their daily transportation needs through active transportation. The Street Trust's staff (especially our Advocacy Director) also works with The Street Trust Action Fund, a 501(c)4 nonprofit that was recently formed in order to further advance our mission through engaging in candidate endorsements and other political activities.

The Street Trust has recently begun moving away from a traditional hierarchical organizational structure. We currently have two co-directors who collectively, in collaboration with the rest of the staff and our board of directors, manage the organization. Since much of our external work involves challenging traditional decision-making models that tend to favor the privileged, we are seeking to limit the amount of hierarchy within our organization. We believe a flatter organization provides

staff with the autonomy necessary to excel in their roles and find greater fulfillment at work.

Because Advocacy is at the core of our work, the candidate selected for this position will also serve as a third Co-Executive Director of the organization, alongside our Development and Finance & Operations Directors. As a Co-Executive Director, you will be charged with aiding in the development and implementation of the organization's strategic plan, budget, equity goals, and general management.

**Responsibilities Include:**

- Developing and implementing short and long-term plans for The Street Trust's (and The Street Trust Action Fund's 501(c)4) political advocacy work.
- Ensuring that The Street Trust's advocacy work advances our commitments to racial, social, and environmental justice.
- The Street Trust is a core member of the [Getting There Together](#) coalition, a broad coalition of many nonprofits in the Portland metro region, which collectively advocates for safe and accessible streets and transportation options. Most recently, the coalition has focused on developing and advocating for Ballot [Measure 26-218](#). A significant portion of the Advocacy Director's time will be spent working as a key member of this coalition.
- Representing and engaging our members in initiatives relating to transportation projects and issues at the city, county, and state levels.
- Engage in conversations with leaders on behalf of The Street Trust to ensure decision makers remain focused on advancing transportation justice through investments in biking, walking, and transit.
- Recommending objectives and strategies for Oregon Legislative Sessions when capacity for statewide work is available.
- Testifying at public hearings and attending relevant meetings and open houses.
- Working with our Communications Director to effectively communicate opportunities and accomplishments to stakeholders through social and traditional media, often serving as a spokesperson for our advocacy efforts.
- Keeping our board of directors informed regarding our current advocacy work and goals.
- Cultivating and securing funding to sustain and grow our advocacy work, writing grant proposals and tracking and reporting on grant deliverables.
- Enlisting the assistance of board members and other volunteers to increase our advocacy capacity.
- Occasionally assisting our Development Director in meetings with major donors and sponsors, speaking clearly about our Advocacy goals and accomplishments
- Working with the other two Co-Directors, the staff, and the board to develop and implement strategic plans for both our advocacy work and the organization as a whole.

**Desired Skills and Experience:**

The following areas of skill and experience are relevant to this position. Candidates should satisfy a significant number of these items, but need not satisfy them all to be considered for the position.

- An understanding of how racism, sexism, and other forms of systemic injustice intersect with the work of nonprofits like The Street Trust. In particular, candidates must have an understanding of how a commitment to diversity, equity, and inclusion must inform an organization's advocacy work.
- Knowledge of how state, local, and/or regional bodies make transportation policy and funding decisions (e.g. schedules for elections, legislative sessions, and budgeting processes).
- Experience in grassroots organizing, coalition-building and/or campaigns that has offered lessons in such areas as assessing and shaping public opinion, determining achievable outcomes, and how to wield influence.
- Writing, presentation, and listening skills to communicate with a wide range of individuals, including community leaders, coalition partners, members and volunteers, media, funders, elected officials, and public sector staff.
- Ability to gather information including policy options, best practices, stakeholder positions, and grant opportunities.
- Ability to identify ways to fund our advocacy work and to implement those proposals by contributing to grant writing, campaign appeals, and other fundraising efforts.
- Demonstrated initiative, accountability, collaboration, and transparency.
- Demonstrated multicultural competency
- Familiarity with social media and other digital communication tools
- Flexible schedule to work evenings and weekends as needed.
- Previous experience in a leadership role in a non-profit organization
- Fluency in one (or more) language(s) spoken in Portland's marginalized communities (e.g. Spanish, Somali, or Vietnamese)

**Equity/EEO Statement**

We envision a community where everyone, from all racial backgrounds, has access to safe, healthy, and affordable transportation options in their neighborhoods. We want all residents to share equally in the prosperity created by investments in active transportation regardless of race, income, and socio-economic status.

The Street Trust is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Candidates of color are strongly encouraged to apply. The Street Trust is committed to building a culturally diverse and inclusive environment. The organization is committed to racial equity across the organization: in our service to stakeholders, in our workforce composition and practices, and in our organizational culture. Applicants with disabilities may request accommodation to complete the application and selection process.

**To Apply**

Please send a cover letter, your resume, and a one-to-three page writing sample to [hire@thetreetrust.org](mailto:hire@thetreetrust.org). Please note that your resume, cover letter, and writing sample will be evaluated based on how well they speak to the above-mentioned areas of responsibility and desired skills. Please apply before November 30th to ensure consideration.