



POSITION ANNOUNCEMENT – EXECUTIVE DIRECTOR

DATE POSTED 3/14/16
TITLE Executive Director
EMPLOYMENT Full-time employment
LOCATION USA – provide your own office

DESCRIPTION America Walks is seeking a dynamic Executive Director who is committed to making America a great place to walk and to guide America Walks to its next stage of development. The ideal candidate has an understanding of the growing walking movement and the importance of ensuring safe, walkable communities that support physical health, economic opportunities, and engaged citizens.

Reporting to the Board of Directors, the America Walks Executive Director (ED) has overall management responsibility for leading America Walks including administration, program implementation, and the execution of our mission. The Executive Director must be a collaborative leader, working with staff and organizational partners to grow the national walking movement and build awareness about the importance of walking and walkability among individuals and organizations. This position includes fundraising, management of the 2017 National Walking Summit, and overseeing backbone support for the Every Body Walk! Collaborative.

The Executive Director works from a home office in the United States and remotely manages a staff of 5 who are in various locations around the country. There will be recurring trips to Washington D.C. (approximately 6 per year) along with some travel to additional meetings and conferences throughout the US.

JOB FUNCTIONS/QUALIFICATIONS

Leadership & Management

- Lead, coach, and develop America Walks high-performance staff with an inclusive and entrepreneurial approach. Ensure effective systems to track organizational progress and evaluate program components, to measure success that can be effectively communicated to the Board of Directors, funders, and other constituents
- Provide consistent management of accounting and administration, and develop timelines and resources needed to achieve strategic goals
- Actively engage and energize partnering organizations, local and regional walking champions and coalitions, board members, special committees, and funders
- Continue to engage a strong Board of Directors in implementing the organization's strategic plan

Fundraising & Communications

- Lead fundraising efforts by expanding revenue-generating and funding sources to support existing operations and organizational growth

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- Manage development of all aspects of communications—from web presence to external relationships, to improve the scope and reach of our media and strengthen our brand
- Be the lead spokesperson and face of America Walks, leveraging relationships and public presentations to build partnerships and garner new, sustainable funding opportunities

Knowledge, Skills and Abilities

- Demonstrate knowledge and experience in the fields of public health, urban planning and design, alternative transportation, advocacy, and issues of social equity in their application
- Experience in leading and sustaining an organization through rapid and steady growth
- Demonstrate a proven history of engaging with and positively impacting diverse communities

Qualifications

- Candidates must have 5 years of management experience, preferably as a CEO/Director
- A Bachelor's degree is required and a graduate degree is preferred

COMPENSATION

Competitive salary based on experience.

HOW TO APPLY

This is a prime position for an experienced, entrepreneurial leader with a desire to lead America Walks in its next stage of development. If you feel you are a qualified candidate, please submit the following content in the required format.

Application Content

1. Cover letter, no more than 2 pages using 12-point font, with specific answers to the all of the following questions:
 - Why you are compelled to apply for this position?
 - How does your experience, talent and management style fit your understanding of what this position entails?
 - How did you hear about this position?
2. Resume that includes work experience and achievements, including a chronology of dates of employment, self-employment, volunteer activities and any periods of unemployment
3. Names and contact information of four references, each of whom has known you in a professional capacity for more than three years

Application Format

All documents must be emailed, as an attachment, in one PDF file. The PDF file must be named as follows: Last Name_First Name_Executive Director; eg. Smith_Samantha_Executive Director.

Application Submission & Deadline

- Please email your application, as an attachment, to jobs@americawalks.org with the following in the subject line: Executive Director Application.
- The reviewers will not see the body of your email, so please keep that message concise.
- Receipt of your application will be acknowledged with an email reply.
- **The submission deadline is Friday, April 22, 2016, at 5:00 pm**

Inquiries

Questions should be directed to Susan Feldman, [sfeldman\[at\]americawalks.org](mailto:sfeldman[at]americawalks.org).

ORGANIZATION MISSION STATEMENT

America Walks, a 501(c)(3) nonprofit national organization working to make America a great place to walk. We are the only national organization dedicated solely to building a diverse and powerful coalition to be a strong voice to advance and protect walking and walkability. We advocate for walking at the federal level and serve as a coordinator, information clearinghouse, and resource provider to build a national walking movement by supporting national organizations and local coalitions to lead walking campaigns.

EEO/AA STATEMENT

America Walks is an equal opportunity organization with a strong commitment to diversity. Additional organization information can be found at www.americawalks.org.