



**Position Title:** Advocacy and Communications Director

**Reporting Relationship:** Executive Director

**Status:** Full time, Non-Exempt

### **The position**

The Advocacy and Communications Director leads our organizing and communications efforts to make Redmond a city that is more accessible and inclusive. Success in this role means more Redmond employees chose to bike, walk, or bus to work and the City has more frequent transit, affordable housing, protected bike lanes, sidewalks and crosswalks to enable that. This position achieves that by listening to our members needs and organizing their voices through meetings, letters, campaigns, and earned media to shape policies and funding.

The primary responsibility of this role is understanding the needs of our members and developing campaigns and actions to win those improvements. This role will tell the transportation story of our members and their employees through videos, newsletters, press, and social media.

To do that, this role will develop topics and lead our events and workshops with our members. It also provides guidance to our member organization's leadership to identify policies that can be implemented and investments they can make at their worksites. This is a public facing position that will shape the transportation agenda in Redmond and further legislation in Olympia.

### **The Organization**

We are the advocate for better streets, trails, and transit in Redmond. Collectively, the member businesses, organizations, and institutions of the GRTMA represent over 100,000 employees and students who come to Redmond every day. Together, we are a powerful voice for more bus service, affordable transit passes, bike paths, sidewalks, and crosswalks in Redmond.

As a 501c4 nonprofit, our vision is of a more accessible and inclusive Redmond. We bring our members together with agency staff and elected officials to make sure their concerns are heard, and that they are up to date on the latest changes in Redmond. We are also transportation experts, developing programs that meet our member's needs and make City and State reporting stress free.

### **The Place**

Located on the homeland of the Duwamish People, Redmond was the 10<sup>th</sup> fastest growing city in the country in 2019. The majority of its residents are people of color and 40% are foreign born.

Over 120,000 people work in the City, which doubles the City's population from the hours of 9-5. Yet only one out of ten people who work in Redmond live in Redmond. In 2023, light rail will arrive in Redmond, cutting transit commute times in half to South King County and Snohomish.

## **Responsibilities:**

- *Work collaboratively with City, transit agency and department of transportation staff to advise on the transportation needs of our members*
- *Facilitate conversations between member leadership and agency staff*
- *Develop and lead advocacy campaigns to win improvements for our members*
- *Convene our member's decision makers around transportation topics*
- *Communicate the story of our members and their employees*
- *Stay abreast of the latest transportation trends and issues*
- *Help our members make informed investment decisions using research and data*
- *Preparation of presentations, speeches and articles, on behalf of themselves or GRTMA*
- *Perform administrative functions such as contract negotiation, administration, record keeping, invoicing, program measurement and effectiveness reporting, correspondence and procedures.*
- *GRTMA is a small organization, so the Advocacy Director will also be expected to play a hands-on role in operations such as staffing events and sharing a portion of the organization's administrative duties.*
- *Other responsibilities as identified by the Executive Director*

## **Qualifications:**

- *Experience convening diverse stakeholders*
- *Experience shaping and winning policy improvements*
- *Crafting a communications plan*
- *Capable of coordinating several tasks simultaneously on a tight schedule.*
- *Communicate technical information to non-technical audiences.*
- *Detail oriented and organized*
- *Curiosity about how transportation intersects with related issues like social justice, racism, housing policy, and environmental quality.*
- *Must be a congenial team player, able to work in a collaborative organizational environment*
- *Familiarity with Mail Chimp, Excel, Word, Hootsuite, social media platforms, etc.*
- *Additional preferred skills include data analysis, mapping, Tableau software, Microsoft Power BI, and Adobe Creative suite.*
- *4 year bachelor's degree preferred*

## **Compensation**

Annual salary of \$58-68,000 depending on qualifications, plus full medical, dental, vision benefits, paid time off, short and long-term disability, retirement plan and annual ORCA Passport transit pass.

## **To Apply**

Please send resume and cover letter to Kirk Hovenkotter at [kirkh@grtma.org](mailto:kirkh@grtma.org) to ensure consideration. Please submit applications by Monday August 31, 2020. Position will be open until filled. No telephone calls please.

People of color, women, LGBTQ people, and people with disabilities are encouraged to apply.

As advocates for Redmond, our organization strives to reflect the diversity of our community.

*Greater Redmond Transportation Management Association is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal, state or local law.*