

- Assemble and manage a powerful, together, working good team focused on achieving specific results
- Manage this team and hold it accountable to achieving its goals and advancing the SF Bicycle Coalition's strategic plan through an annual planning and budgeting process and quarterly check-ins
- Manage individual staff, conduct their annual performance evaluations and support their professional development
- Plan, direct and manage the SF Bicycle Coalition's organizing, policy and political campaigns to win infrastructure, programs, policies, and legislation that increase the number of people who regularly ride bikes and prevent traffic deaths and serious injuries for all travelers
- Work in partnership with the SF Bicycle Coalition's management team to problem-solve across the organization, to identify cross-departmental opportunities for fundraising, media and partnerships and to support the Executive Director in making organizational policies and decisions
- Manage the organization's relationships with and hold accountable government agencies—primarily San Francisco transportation, police, public works, health, city planning, parks, economic and workforce development departments/agencies—and with elected officials by either serving as the primary contact with them or delegating them to other SF Bicycle Coalition staff and keeping track of their relationships
- Lead a team of community organizers to work with our membership and build partnerships with community and civic groups, businesses and other stakeholders that increase political support for bicycling in San Francisco
- Ensure that the SF Bicycle Coalition is actively campaigning for increased public and private funding for bicycling, safe streets and active transportation projects and programs—this includes maintaining organizational expertise in San Francisco's public finances, agency budgets and new sources of funding
- Manage the organization's high-level of involvement in and powerful relationship with the Vision Zero Coalition and direct our involvement in campaigns to eliminate traffic deaths and severe injuries in San Francisco by 2024
- Ensure the SF Bicycle Coalition is maintaining and promoting the highest standards and guidelines for San Francisco's infrastructure, programs, policies and funding that make riding a bike safe, convenient and affordable for people of all ages, abilities, income levels and backgrounds
- Actively contribute to the SF Bicycle Coalition's efforts to be a thought-leader and innovator in helping more people of all ages, abilities, income levels and backgrounds safely and conveniently bicycle in the city
- Under direction of the executive director, who works with the Board of Director's Endorsements Committee, manage the SF Bicycle Coalition's political endorsements

process, including advising the board committee and supporting endorsed campaigns

- Oversee the development and dissemination of recommendations and endorsements, when appropriate, on development and other significant projects

### **Qualifications**

- Deep commitment to the mission of the San Francisco Bicycle Coalition
  - I have been cycling as my exclusive method of transportation since 2010.
  - I have been a serious recreational cyclist since 2012 (roadie).
  - I've logged more than 6,000 miles so far this year.
  - I was a personal injury attorney and have seen how poor infrastructure planning makes it more dangerous to ride
- At least four years of relevant experience
  - I have been responsible for direct reports at various stages of my career
  - I have worked at a nonprofit housing corporation, and as an attorney supervising support staff
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- At least two years experience managing direct reports
  - USCA/SCA
- Proven experience to focus a team on and accomplish predetermined goals while being able to anticipate and quickly adapt to new developments
  - This is what a litigator does
    - Court deadlines, case changing focus rapidly when rulings come down, plaintiff-directed cases change based on the client's needs
    - All cases are team-based and involve a supervising attorney, associate attorney (who does most of the day to day work on the case) and any support staff (paralegals, assistants, etc.)
- Experience organizing and/or working with or managing organizers, interns or volunteers
  - Law jobs: supervised and managed tasks of summer law school and paralegal clerks
- Experience using computer, database, project management systems and other technology to improve the efficiency and efficacy of a team
  - Systems administrator, hobbyist app developer, fluency with most computing
- Proven experience building external relationships and partnerships, and leveraging them to advance your organization's goals
  - @ Dolan I connected the firm with Bike East Bay

- Interaction with opposing counsel, experts, legal support companies, and clients: had to make these relationships work to move our cases forward effectively
- Demonstrated understanding of the strategies and systems needed to accomplish the SF Bicycle Coalition's **strategic plan goals**, and the City's goals to increase biking
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- Familiarity with the local, regional and state funding, legislative and political environment
  - I have some experience with this from my time as a PI attorney; Dolan was involved in state politics, attempting to make policy change and reallocate funding
  - Particularly with the medical malpractice reform law from 2014
- Knowledge of data-driven public policy strategies
  - I am a consumer of this information
  - Legal arguments often require appealing to public policy, and effectively doing so requires citations to appropriate data
    - Opposing counsel is the harshest critic of any data you present as well as the purpose for which you present it
- Comfortable working in a small, intimate office environment, offering support as needed for organization-wide events and other projects as needed
  - I have always worked in small, intimate office environments; at Dolan I had 3 other people in my office and had to jump in to help on different cases as the workload fluctuated
  - Likewise at SCA: pinpointing where to use our limited attorney resources was a key part of the job
- Proven experience acting as a public ambassador, communicating clearly, navigating sensitive situations and decisions, and ability to maintain patience, compassion and composure in challenging and/or adversarial situations to build the trust and respect of people of all walks of life
- Online organizing experience a plus