



Innovate Memphis Position Announcement

Safe Streets Project Manager

Innovate Memphis is seeking a **Safe Streets Project Manager** to lead implementation of a three-year federally funded Safe Streets and Roads for All (SS4A) grant focused on improving transportation safety through temporary, evidence-based Safe Routes to School demonstration projects across the greater Memphis region. Working in partnership with the MidSouth Development District (MDD), local governments, schools, and transportation agencies, the Project Manager will oversee planning, design, implementation, evaluation, and reporting for six quick-build demonstration projects to improve safety for people walking, biking, and traveling to school. The position will ensure all activities comply with federal grant requirements while advancing evidence-based transportation improvements that inform MDD's development of a Regional Safety Action Plan (RSAP).

This position requires exceptional project management and organization skills, experience collaborating with multiple stakeholder groups, and the ability to translate transportation safety goals into successful on-the-ground implementation.

Key Responsibilities

Project Leadership & Implementation

- Lead day-to-day implementation of Innovate Memphis' SS4A grant responsibilities to ensure milestones, deliverables, and federal deadlines are met
- Identify and coordinate six Safe Routes to School demonstration project locations across participating MDD counties in the greater Memphis area
- Manage implementation of temporary ("quick-build") transportation safety improvements (ex: roadway striping, bollards, delineators, curb extensions, signage, planters, and other tactical urbanism treatments)
- Lead procurement and contractor management processes to select and deploy traffic engineering experts to install and remove temporary demonstration projects
- Coordinate engineering reviews and support preparation of documentation necessary for FHWA, NEPA, ADA, and other applicable federal approvals prior to implementation
- Develop and maintain a detailed project work plan, schedule, budget tracking system, and risk management plan

Stakeholder Engagement

- Facilitate public meetings, stakeholder workshops, surveys, and community engagement activities before and during project implementation activities using proven innovation and design thinking techniques to shape demonstration projects
- Work closely with the MDD Transportation Planner and regional partners to ensure demonstration projects support the development of the Regional Safety Action Plan
- Build strong relationships with local governments, schools, engineers, transportation agencies, and community stakeholders to identify transportation safety challenges, prioritize demonstration projects, and implement them successfully

Reporting & Evaluation

- Translate demonstration project findings into recommendations for the Regional Safety Action Plan and project presentations for key stakeholders
- Lead data collection before, during, and after implementation to evaluate each demonstration project's effectiveness improving safety and accessibility for those traveling to and from school sites (ex: vehicle speed, pedestrian and bicycle activity, crash trends, user perception surveys)
- Complete all designated federal and MDD grant reporting requirements including data and progress reporting, budget tracking, and reimbursements by designated deadlines

Qualifications

Required

- Postsecondary degree in Transportation or Urban Planning, Engineering, Public Administration, Public Policy, Project Management, or a related field
- Three (3) years of progressively responsible experience managing transportation, infrastructure, planning, or federally funded public projects
- Experience managing complex, multi-partner projects with multiple funding and reporting requirements
- Ability to build relationships and collaborate effectively with public agencies, consultants, and community stakeholders
- Valid driver's license and ability to travel throughout the project service area (TN: Fayette, Lauderdale, Shelby, & Tipton Counties; MS: DeSoto County; AR: Crittenden County)
- *Equivalent combinations of education and relevant experience may be considered*

Preferred

- Knowledge/familiarity with Vision Zero or Safe System Approach principles, tactical urbanism, bike/pedestrian planning, or quick-build demonstration project techniques
- Experience with relevant or related federally funded transportation projects and USDOT/FHWA requirements
- Experience with transportation safety analysis and data collection methods (ex: as speed studies, traffic counts, Eco-Counter equipment, or observational audits)
- Experience collaborating with similar stakeholder groups such as transportation agencies, school districts, and municipal governments
- PMP certification or similar project management credential

Starting Salary Range: \$72,000 – 80,000

We Also Offer:

- Flexible hybrid environment for remote and in-person work
- Mileage reimbursement for travel outside Shelby County, TN
- 24 days of personal time off (PTO) per year, plus holidays
- Employer 401K matching contribution
- Generous health insurance benefits
- Ongoing professional development and training opportunities



To Apply:

Email info@innovatememphis.com with:

- Your resume (no more than 2 pages) that includes at least 2 references
- A cover letter (no more than 2 pages) that conveys why you're a good fit for this role
- (Optional) One artifact demonstrating your relevant experience with project management, transportation, planning & design, or other accomplishments related to this role. Artifact examples include but aren't limited to:
 - Project management plans or reports you've created/maintained
 - Planning, design, or implementation materials you've created for a transportation or built-environment project
 - Links to online content you've published or news articles about relevant projects you've worked on before
 - Facilitation plans/agendas you've created related to design thinking or other innovation principles

This position will remain open until filled, but we will prioritize applications submitted **by August 24, 2026** for initial interviews.