



# DIRECTOR OF TRANSPORTATION

## JOB DESCRIPTION

### BUSINESS DESCRIPTION

A Better City is a diverse group of business leaders united around a common goal – to enhance Boston and the region’s economic health, competitiveness, vibrancy, sustainability, and quality of life through applied research, planning, targeted services, and advocacy. In pursuit of its mission, A Better City brings together work in the three core program areas of transportation and infrastructure, land use and development, and energy and the environment.

To drive sustainable transportation practices in the Boston business community, A Better City manages two Transportation Management Associations – the A Better City TMA and the Allston Brighton TMA – which provide Transportation Demand Management (TDM) services to over 85,000 employees and tenants within businesses, institutions, and buildings located in Boston’s downtown, Back Bay, Fenway/Kenmore, and Allston Brighton neighborhoods.

### POSITION DESCRIPTION

The applicant must present demonstrated experience in planning, research, program management and membership services. The applicant will lead A Better City’s transit, transportation demand management, and transportation related research and grant projects. The Director of Transportation position will serve as Executive Director for A Better City’s advisory boards and Transportation Management Associations; providing leadership and guidance for TMA staff, overseeing the TMA annual work plan, and ensuring TMA goals and policy objectives are met. The applicant will represent A Better City and its interests at meetings with state and local officials and public sector staff. The Director of Transportation reports to the President & CEO and shall be responsible for the following activities:

### KEY TASKS & RESPONSIBILITIES

#### TRANSPORTATION POLICY & RESEARCH DEVELOPMENT

- Develop a transportation policy agenda including policy positions and activities to lead the A Better City board, the business community, staff, and consultants on identified transit, transportation demand management, sustainable transportation, and economic priorities
- Monitor and ensure effective partnership in the implementation of Boston, the state and region’s transportation plans and identify ways to collaborate with the public and private sectors on strategy and policy development and program design
- Research, analyze and prepare detailed briefings, summaries, white papers, reports and recommendations on transportation issues, public policy, program development, and organizational strategy
- Increase the organization’s presence on related coalitions, and strengthen relationship with key legislators, staffers, elected and public officials, and administrators
- Help position A Better City as an essential resource for communications and events related to transportation topics, secure speaking roles for the organization and/or its members at appropriate conferences and events in order to increase awareness of the business community’s support for these issues; write op-eds to generate media coverage
- Provide leadership at meetings with the A Better City board, staff and consultants
- Participate in the recruitment and retention of membership
- Assist in the development, submittal, and leadership of grant applications and entrepreneurial initiatives to support the transportation-related research
- Manage grant-funded projects and reporting
- Assist in the planning and coordination of educational events
- Participate in A Better City activities as requested including board meetings, committee meetings, special events, and advocacy activities

## **TRANSPORTATION MANAGEMENT ASSOCIATIONS (TMAs)**

- Develop programming for TMA membership to address commuter transportation issues
- Guide the implementation of TMAs' programs, communications, and outreach by the TMA Manager and Marketing & Program Coordinator
- Work with other TMAs, transportation organizations, and agencies to promote transit and TDM throughout the city and region
- Engage the TMAs' membership to fulfill mission, goals, and objectives
- Lead TMA Board of Advisors, TMA Executive Committee and membership meetings
- Oversee and contribute to TMA membership recruitment and retention efforts
- Manage the implementation and management of TMA state and foundational funding; review progress reports and financial information
- Represent the TMA at local, state, and national events and activities, as well as in relevant media

## **DESIRED SKILLS**

- Strong analytical and research skills
- Excellent written and verbal communication skills
- Politically astute
- Strong understanding of and/or experience working with local, state, and/or federal transportation programs and policies with emphasis on transit and transportation demand management
- Well-organized, efficient, and able to coordinate several on-going projects while meeting budgets and schedule deadlines
- Capable of both independent and collaborative work on long-term projects with minimal supervision

## **EXPERIENCE/EDUCATION**

- Master's Degree required (preferably in public administration, public policy, or urban planning)
- 3-5 years of relevant experience in the fields of transportation, public policy, and/or sustainability

## **HOURS/COMPENSATION**

- 40 hours/week
- Salary commensurate with experience. Benefits include health and dental insurance, transit subsidy, Hubway membership, short and long term disability plans, group life insurance, 401(k) plan, and generous holiday and vacation schedule

## **HOW TO APPLY**

A Better City is an equal opportunity employer with a convenient downtown Boston location. Cover letters and resumes will be accepted via email only to [careers@abettercity.org](mailto:careers@abettercity.org) until the position is filled.