

Executive Director Job Description

The Transportation Association of Maryland (TAM) is a non-profit professional association of transit systems, suppliers, and other interested parties. The purpose of the association is to provide membership with networking & training opportunities, to provide an annual conference for the education of members and the exchange of information, to provide advocacy and support of the efforts of its members in the provision of public and private transportation services, and to represent the association membership on both a local, state, and national level.

The Executive Director is responsible for administering, managing, and executing the affairs of TAM to the overall benefit of the association, its membership, and its constituency. Guided by the Board of Directors, the Executive Director's primary focus will be in ensuring that the daily activities of the association are in compliance and support of the most recently adopted strategic plan. The Executive Director will be responsible for developing an annual work plan with specific targets to be accomplished in accordance with the strategic plan. The Executive Director will provide support to the Board of Directors, the Officers of the Association, and the membership in carrying out the annual work plan through the work of the association committees. The Executive Director will be supported by an administrative assistant, whose specific duties and functions will be determined by the Director, as a part of the development of the annual work plan.

Duties/Functions

The primary functions of the Executive Director include:

- **Marketing/Communication**

Ensure effective communication with current and potential membership, the Board of Directors, state agencies, and related associations regarding the activities of the association using various means including regular newsletters, press releases, position statements, pamphlets/brochures, web postings, e-mail, facsimile, and the preparation of an annual report.

Develop and maintain effective and mutually satisfying relationships with other professional organizations and state agencies, including MTA, MDOT, APTA, and CTAA, by staying abreast of common goals and issues and keeping association membership aware of opportunities for training, networking and collaboration.

Prepare and distribute Association Annual Report to members and interested parties, detailing the Association's activities and accomplishments of the previous year, and outlining the direction for the upcoming year.

- **Membership Development**

Seek new opportunities for membership expansion through the development of effective coalitions with other professional associations that support transit, including but not limited to Women's Transportation Seminar (WTS), The Sierra Club, and American Planning Association (APA), etc., and by reaching out to local civic and community groups that could support transit.

Solicit and provide regular informational materials for current and potential membership, as well as educational materials for distribution to local civic and community groups by current members.

Maintain and update a database of members and publish membership directory.

Develop Peer-to-Peer Network by encouraging participation and referral of member requests for assistance and information.

- **Finance/Administration**

Maintain Association office with regular operating hours. Be available to membership and other parties and respond accurately and timely to requests for information and assistance. Assist in the development of the annual budget and staff plan to support the annual workplan.

Record and publish minutes of Board and committee meetings and prepare meeting agenda and financial statements for regular Board meetings.

Be responsible for all financial matters of the association, including but not limited to: contracts management, basic accounting for invoicing and the receipt of revenues, and the purchase of materials and services required to support the organization.

Arrange for and assist in an annual financial audit of the association's records.

Submit regular reports as required by the MTA or other bodies related to grants, contracts, and other funding sources. Submit all necessary state and federal financial reports related to association management.

Seek new/additional sources of revenues through grant applications, new membership, organization activities including conferences and training, investment activities and advertising opportunities.

- **Conference Activities**

Under direction of the Board of Directors, plan and arrange all conference and training activities, including scheduling speakers and presenters, negotiating service contracts, arranging facilities and amenities, vendor exhibitions and participation, and successfully marketing the events to both TAM and non-TAM members to ensure high levels of participation.

Attend at least one annual conference of a related organization as an official representative of TAM. Work with related organization on collaborative conference efforts.

Make all arrangements and provide support for annual Legislative Reception.

Work with MTA to arrange annual membership Roadeo, including securing funding for events, meals, and awards.

Provide support for routine activities of the Board of Directors and the TAM membership, including: arranging meeting sites, assisting various committees with planning meeting sessions, and providing staffing where necessary.

- **Advocacy**

Assist in the development of annual and multi-year legislative agendas for the organization and provide advocacy in support of those agenda on both the state and federal levels.

Monitor the activities of other related and non-related associations on the legislative front, keeping membership and the Board of Directors aware of important items that may affect the association either positively or negatively.

Take advantage of advocacy opportunities by working with local, community, and civic organizations in support of their transit-related agendas. Establish coalitions with like organizations to support legislative efforts that affect TAM membership.

Required Education or Experience

Education: Bachelor's degree in business or public administration, transportation, or related field from an accredited institution. A combination of managerial or transportation experience and education may be substituted.

Experience: At least 5 years of progressively responsible management experience; preference may be given for experience in public or community transportation.

Knowledge, Skills, and Abilities

This is a high level position requiring strong leadership skills and excellent organization and interpersonal skills. The successful candidate must be able to work effectively with a Board of Directors, community and public transportation managers, the business community, citizen groups, the State Legislature, the Maryland Department of Transportation and the Maryland Transit Administration. This position requires a strong working knowledge of budgeting, grantsmanship, and administrative management principles and practices.

Work Environment

The Transportation Association of Maryland has an office located at 11735 Homewood Road in Ellicott City, Maryland.

Salary range

The annual salary is \$50,000 – \$55,000. Interested individuals should submit a resume with salary history no later than November 21, 2003 to: Sherry Burford, Director, TransIT Services of Frederick County, 1040 Rocky Springs Road, Frederick, MD 21702 or via email at sburford@fredco-md.net.