

## **Executive Director, Dulles Area Transportation Association Position Description DATA-01**

The Executive Director's position oversees all facets of the operations and management of the Dulles Area Transportation Association (DATA), a 501 (c) (3) Not-for-Profit Corporation that promotes transportation oriented mobility throughout the greater Dulles region. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Committee.

### **General Responsibilities:**

1) Executive Committee Governance: Works with Executive Committee in order to fulfill the organization mission.

- Responsible for leading DATA in a manner that supports and guides the organization's mission as defined by the Executive Committee.
- Responsible for communicating effectively with the Executive Committee and providing, in a timely and accurate manner, all information necessary for the Executive Committee to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of DATA, to include submission to the Executive Committee of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support DATA's mission.

3) Organization Mission and Strategy: Works with Executive Committee and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of DATA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that DATA can successfully fulfill its mission into the future.
- Responsible for the enhancement of DATA's image by being active and visible in the community and by working closely with other professional, government and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of DATA operations.
- Responsible for the hiring and retention of competent, qualified staff.

- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Professional Qualifications:**

- A bachelor's degree or equivalent experience
- Transparent and high integrity leadership.
- Five or more years experience in directing, overseeing, and leading projects or programs in a non-profit organization.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of DATA's strategic future to staff, Executive Committee, stakeholders and membership.
- Knowledge of fundraising strategies, membership relations, and government grants unique to TDM sector.
- Skills to collaborate with and motivate Executive Committee members and others.
- Strong written and oral communication skills.
- Ability to interface and engage diverse membership and stakeholders.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

**Specific Job Responsibilities:**

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as DATA's primary spokesperson to the organization's constituents, the media and the general public.
4. Establishing and maintaining relationships with various organizations throughout the state and utilizing those relationships to strategically enhance DATA's Mission.
5. Reporting to and working closely with the Executive Committee to seek their involvement in policy decisions and fundraising and to increase the overall visibility of the organization throughout the State.
6. Supervising and collaborating with organization staff.
7. Directing strategic plan development and implementation.
8. Overseeing organization, Executive Committee, and other committee meetings.
9. Overseeing marketing and other communications efforts.
10. Reviewing and approving contracts for services.
11. Performing other duties as assigned by the Executive Committee.

Compensation commensurate with experience and other qualifications. Quality benefits package negotiable includes a Simple IRA match of up to 3% of employee contribution. .