

Downtown On the Go

JOB DESCRIPTION

JOB TITLE: Executive Director

Position Status: Full-time

APPROVAL: Downtown On the Go Board

Posting Date: October 1, 2020

ABOUT DOWNTOWN ON THE GO

Downtown On the Go (DOTG) is *the* transportation advocate and resource for anyone whose daily life is downtown. It is a 501c4 organization in partnership with the Tacoma-Pierce County Chamber, City of Tacoma and Pierce Transit, steered by a board of directors representing downtown businesses, organizations, and agencies committed to leveraging their resources and relationships to reduce the downtown drive alone rate and improving the community's access to equitable, accessible transportation options. DOTG was formed in 2009 as a program of the Chamber and became an independent non-profit in 2014.

We at Downtown On the Go recognize the inequity and violence that has shaped our society and acknowledge the ongoing effects of those histories. Urban renewal displaced and assaulted many people of color and transit investments have proven to have similar impacts. As we advocate for a more walkable, bikeable, and transit-accessible Tacoma, we will also work to dismantle barriers to engagement and work to undo planning practices that limit access and inclusion. Equity and reciprocity are critical to livable communities and we are dedicated to doing the work while we continue to learn. At Downtown On the Go we have been complicit in the perpetrations of these injustices and are listening and learning to do better.

More information on DowntownontheGo.org; find us on LinkedIn, Facebook, Instagram, and Twitter.

JOB SUMMARY

The following job description contains representative examples of work that will be performed in positions allocated to this classification. It is not required that any position perform all of the duties listed, so long as primary responsibilities are consistent with the work as described. Roles and responsibilities can often be expanded to accommodate changing business conditions and goals, as well as to tap into the skills and talents of the individuals in the organization.

The Executive Director works closely with all three partner agencies and board members, serving as a pivotal liaison between them by understanding and communicating perspectives and activities of each to one another and the downtown community. This position is the face of DOTG, presenting and speaking regularly, managing the staff team to provide outreach, education, and support for downtown businesses, commuters, and residents interested in changing their commute habits, and maintaining progress toward the organization's vision.

Essential Job Functions

Organizational Vision

- Work with Board of Directors, committee members, community members, and staff to develop the DOTG vision and facilitate a strategic planning process.
- Manage staff to carry out vision through programs and communicate vision clearly with the

public.

Communication & Outreach

- Work with agency partners to implement and enhance communication strategies and brand.
- Manage and work with staff to continually improve the DOTG website, social media, and e-newsletter to communicate DOTG advocacy, programs, and messages.
- Communicate frequently with DOTG Board of Directors, set the agenda for board meetings and send meeting documents in a timely manner.
- Communicate with the Board of Directors about advocacy efforts and ongoing programmatic work.
- Communicate frequently with key partners such as the Chamber, City of Tacoma, Pierce Transit, and Sound Transit.

Staff management & Human Resources

- Hire and conduct new hire training, including making sure staff read and sign the DOTG Employee Handbook.
- Conduct annual reviews of staff.
- Administer payroll.
- Support staff in their roles in carrying out the DOTG mission.
- Identify gaps in staffing and staff where necessary.
- Manage employee relations, safety compliance, labor and employment laws, and professional development opportunities for all staff.

Budgeting, Fundraising, & Grant Writing

- Create and adhere to an annual budget of approximately \$500,000, reporting expenditures and revenues to Board members, partners, and funders.
- Manage all fundraising including sponsorships, donations, and fundraising events.
- Continue to assess and recruit sustainable funding sources.
- Work with staff to apply for and manage grants; manage all grant reports and service delivery.
- Work with staff to make sure expenses are tracked and invoices are sent.
- Work with consultant to manage bookkeeping, file 990, and manage audit, as needed.

Board Governance

- Works with DOTG Board of Directors in order to fulfill the organization mission.
- Responsible for leading DOTG in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Works with the Board of Directors to facilitate the Strategic Planning process.

Marketing & Promotion

- Promote DOTG events and events of partners.
- Market DOTG message, services and programs through physical media, social media, and speaking opportunities (i.e. conferences, forums, stakeholder meetings, etc.)

Project Management

- Initiate, manage, and implement projects of the DOTG Work Plan, as well as additional projects as needed.

Event Planning & Coordination

- Plan programs, campaigns, forums, symposiums, and additional activities for downtown commuters, employee transportation coordinators, business owners/CEOs and other downtown stakeholders.
- Co-host, co-sponsor, and generally collaborate with other organizations on transportation related events.

Advocacy

- Understand and remain current on local and state transportation and land use legislative efforts.
- Support transportation and environmental advocacy efforts on local and state level.
- Participate in advocacy opportunities as directed by the Board of Directors and the DOTG Work Plan.

Measurement

- Understand statistical data and components of effective surveys.
- Develop a quantitative and qualitative measurement plan that further supports efforts to communicate the impact of DOTG.
- Monitor and track quantitative and qualitative data to assess and communicate progress.

REPORTING RELATIONSHIP

The Executive Director reports to the DOTG Board of Directors who provide oversight and guidance, and conduct an annual review.

Knowledge, Abilities, & Skills

- Strong knowledge of and passion for transportation and land use issues that impact urban centers and a thorough understanding of the relationship between transportation and land use.
- Knowledge and passion for the racial and social implications of equity in transportation policy
- Familiarity with current local and state transportation agencies, legislation, and issues.
- Strong knowledge of the various ways transportation plays into local and state environmental issues.
- Knowledge of the environmental and economic impacts of the automobile generally and congestion specifically.
- Demonstrates a willingness to learn new theories and principles as they relate to the subjects of transportation policy, land use, and economics, as well as develop new skills to adapt to the growing needs of staff and the organization.
- Actively involved through professional or personal experience with political, social, and other types of advocacy.
- Strong ability to create, develop, and maintain relationships with local political leaders and members of local agencies, businesses, and community organizations to further DOTG's mission.
- Strong ability to effectively collaborate and communicate with both private sector businesses and public sector agencies.

- Ability to plan and execute meetings to knowledgeable audiences as well as meetings to audiences unfamiliar with a given topic.
- Ability to communicate oral and written complex technical information to an audience that is relatively unfamiliar with the topic.
- Excellent oral and written communication skills and effective interpersonal skills.
- Demonstrated experience in managing a large or complex budget, including a familiarity with Human Resources, salaries, and benefit distribution.
- Skilled in managing multiple projects simultaneously within assigned deadlines and ability to prioritize a range of responsibilities as they relate to achieving the project's mission and organization's vision.
- Ability to cold-call donors, develop new opportunities and new contracts for funding the organization, pursue grants, and participate in major fundraising events.
- Shows a keen interest in developing staff to become resourceful and self-sufficient employees of the organization.

Education & Experience

PREFERRED: Bachelors Degree or at least 5 years of experience in management, transportation, or similar field.

Licenses/Certifications/Special Requirements

Driver's License and auto insurance recommended.

Ability to move and transport light equipment and furniture within an office and events space, and move about outside in order to take public transportation and participate in walking and biking events.

COMPENSATION

\$70,000-\$80,000; health care stipend; accrued personal time off (PTO) and short term disability (STD); ORCA pass and Zipcar membership provided. Temporary work from home stipend during pandemic.

CLOSING DATE

Oct. 19, 2020 or until filled. First review includes applications submitted by Oct. 19, 2020.

TO APPLY

Please email the following materials to resumes@downtownontheho.org

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three references

COVID-19 WORK FROM HOME

Currently, all Downtown On the Go staff are working from home through Phase 4 of the current pandemic.

RACIAL EQUITY

Downtown On the Go does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

All employment with the Downtown On the Go is "at-will." This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.