



September 2024

## **OFFICIAL JOB STANDARDS**

Job Title: Executive Director, Georgia Transportation Alliance

Reports To: GTA Executive Committee and to the President & CEO of the Georgia Chamber

The Georgia Transportation Alliance (GTA) is an integrated affiliate of the Georgia Chamber (GCC), serving as the official transportation advocate, policy and thought leader for all transportation related efforts and initiatives statewide.

### **What are the major objectives or outcomes to accomplish in this job?**

The Executive Director must recruit and serve the Alliance members; raise funds and manage issue campaigns; develop pro-business transportation policies; produce supporting materials, data, events, educational opportunities and represent and support the Georgia Chamber's advocacy efforts.

### **Operations**

- Reports directly to the Executive Committee of GTA as well as the President & CEO of the Georgia Chamber
- Responsible for the development and implementation of operation plans and procedures
- Manages budget process and program budgets; assist accounting staff and auditors; manage six-figure operating budget
- Recruits, cultivates and manages all investors and partners relationships
- Plans board, executive committee meetings, campaigns, and other events
- Communicate regularly with members
- Acts as in-house GCC transportation counsel
- Writes and provides support materials (white papers, floor letters, newsletters, etc.)
- Supports and works as a team with the Georgia Chamber staff

### **Transportation Policy & Advocacy**

- Execution of transportation objectives in the legislative, regulatory and public at the state and federal level
- Analyzes, monitors and develops positions on proposed transportation legislation, regulations, plans, studies and other policies that could affect members
- Develops and advances proactive transportation policies in priority areas in consultation with board, executive committee, and GCC Transportation Committee
- Articulates positions to elected officials, regulatory bodies and other authorities
- Supports GCC government affairs/policy activities
- Supports advocacy initiatives on key issues such as the Savannah Harbor deepening, federal highway bill reauthorization, and dedicated funding for freight and logistics program

- Provides input on state and federal transportation studies and plans
- Leads coalition-building among Chamber members, policymakers and other stakeholders; develops grassroots network and leverages member networks; engages and mobilizes Georgia Chamber Hub Chamber Council and Federation
- Executes and supports various events
- Serves as primary transportation spokesperson for in local and national media
- Any additional responsibilities as directed

**What are the most frequent and most essential work activities in this job?**

- Policy analysis, development and advocacy
- Member recruitment, education and service
- GCC leadership and staff interaction
- GTA staff and consultant management
- External stakeholder representation
- Legislative and executive branch engagement and coordination
- Campaign and initiative development and management

**What are the primary contacts in this job?**

- GTA Board & Executive Committee
- GCC President/CEO
- GTA staff
- GTA consultants
- GCC staff
- External stakeholders
- Legislators and agency leaders

**What behavioral traits, attitudes and skills are required to perform this work?**

- Experience with public policy, analysis and research
- Familiarity with state and federal legislative process and key figures
- Ability to organize, manage and execute an idea from concept to reality
- Attention to detail
- Flexible, loyal and dependable team player
- Strong organizational and time management skills
- Manage high-pressure deadlines with positive attitude
- Confidentiality and accountability
- Passionate about the work
- Stewardship and servant leadership value system

**What are the toughest parts of this job on a day-to-day basis?**

- Handling multiple projects with fast-paced deadlines
- Setting and meeting time-sensitive goals
- Recruiting and retaining GA Transportation Alliance investors and members
- Communicating complex issues
- Balancing the needs of a diverse membership

**What are the prerequisites for employment? (Education, prior experience, other)**

- 4-year college degree, minimum
- 4 years of experience in public policy, logistics or transportation
- Project/program management experience
- Excellent communication and presentation skills (written and verbal)
- Experience with public policy, analysis and research
- Creative/problem-solving skills
- Critical/strategic thinking skills

**What is the compensation package?**

- Salary, competitive
- Performance-based structure for salary increase
- Employer paid travel and job-related expenses
- Employer paid professional development and education
- Employer 401(k) safe-harbor contributions
- Employer assisted major health insurance program
- Employer assisted dental, life and long-term disability insurance
- Employer paid time off
- Employer paid parking or MARTA pass