



## Job Description

**Job Title:** Executive Director, Movability Austin

**Last Date Revised:** August 2017

**Reports to:** Executive Vice President of Economic Development

**FLSA Status:** Exempt

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The Austin DMO, Inc. (d/b/a Downtown Austin Alliance) is a non-profit, 501(c)(4) corporation dedicated to increasing the value and vitality of downtown Austin. The organization is engaged in myriad projects and issues that contribute to the safety, cleanliness, beautification, accessibility, and appeal of downtown Austin for the enjoyment of residents, employees, and visitors. Broadly speaking, the organization's vision and voice are manifest in two primary ways. The first way is through advocacy and engagement in planning decisions that impact downtown. The second way is through direct services that supplement city services of cleanliness and safety. The areas of focus include promoting economic development, recruiting appropriate retail businesses, improving access and mobility, addressing key safety and cleanliness issues, partnering to revitalize parks and green spaces, and fostering the success of arts, entertainment and cultural events and programs in downtown Austin.

Movability Austin is a 501(c)(6) organization dedicated to helping commuters do more with their time by finding mobility options that work for them. As the only Transportation Management Association in Central Texas, Movability Austin works with employers and employees to enhance mobility and improve economic vitality through customized transportation consulting services, networking and leadership opportunities.

### Purpose of Position

To lead the management, growth, and operations of Movability Austin, Central Texas' regional Transportation Management Association. Movability Austin is a 501(c)(6) not-for-profit organization with a 13-member Board of Directors, two full-time employees and a current budget of \$325K. The Executive Director will be employed by the Downtown Austin Alliance and will maintain a direct reporting relationship to the Executive Vice President of the Downtown Austin Alliance.

### Essential Job Responsibilities

Lead and manage the operations of Movability Austin including the supervision and development of two staff members, working directly with the Board of Directors, membership and key community partners	25%
Lead the implementation of the Board's strategic plan, create the business plan, develop the annual goals, metrics and budget to accomplish the vision.	20%

Direct the financial management and business development opportunities for the organization. Develop and grow new opportunities for the organization to build capacity and deliver services.	20%
Develop and build the organization's brand and direct the marketing and communications for the organization. Develop key community partnerships and relationships and advocate for the initiatives and work of the organization and its members.	30%
Contribute to the efficiency of the organization by performing other duties and participating in special projects as assigned	5%
	<b>100%</b>

## Minimum Job Qualifications:

### Education

- Bachelor's Degree in business, urban studies, political science or related field. Advanced degree preferred.

### Experience

- Minimum of 5 years of professional-level experience in not-for-profit management, executive business management, or executive level marketing and communications experience.

### Certifications/Additional Job Preferred Experience

- Experience in Transportation Demand Management or Transportation Management Association is a plus.
- Experience or certification in managing a not-for-profit organization or association.
- Experience in marketing and communications related to brand development and behavior change methods.

## Competencies and Skills:

Ability to develop effective, trusting relationships and partnerships with community and business leaders, elected officials and key influencers in the community
Ability to balance stakeholders, drive results, collaborate effectively, drive vision & purpose, and instill trust
Have strategic mindset, plan and align, drive engagement and demonstrate self-awareness.
Good judgment, strategic acuity and intuitive nature.
Well-developed interpersonal skills with the ability to establish and maintain effective working relationships with a broad range of people inside and outside the organization.
Outstanding communication skills (oral and written), including public speaking and media relations
Ability to deliver compelling message and vision for the organization
Ability to build and develop the strengths of the staff

## Management / Supervisory Responsibility:

This position will manage staff and a Board of Directors.

## Accountabilities:

- |              |                |            |               |
|--------------|----------------|------------|---------------|
| × Hire/Term  | × Compensation | × Budgets  | × Assign Work |
| × Discipline | × Appraisals   | × Planning | × Work Review |

X Coaching

X Promotions

X Training

Work Leader

### Knowledge Required

Experience in developing and managing collaborative partnerships.

Experience managing a not-for-profit organization or related business.

Self-motivated and confident leader; able to delegate authority and direct the work of professional staff.

Strategic thinker, independent and collaborative professional with the ability to build teams and staff.

Proficient in Microsoft Outlook, MS Word, Excel and Power Point, business writing, proofreading and general office procedures.

### Physical & Sensory Demands of the Position

Physical, sensory and mental requirements necessary to perform this job

<b>Seeing</b>	Yes	<b>Driving</b>	Yes	<b>Judgment</b>	Yes
<b>Perceptions</b>	Yes	<b>Pushing/Pulling</b>	Yes	<b>Decision Making</b>	Yes
<b>Hearing</b>	Yes	<b>Communications</b>	Yes	<b>Understanding</b>	Yes
<b>Speech</b>	Yes	<b>Verbal</b>	Yes	<b>Problem Solving</b>	Yes
<b>Dexterity</b>	No	<b>Reading</b>	Yes	<b>Directions</b>	Yes
<b>Movement</b>	Yes	<b>Writing</b>	Yes		<input type="checkbox"/>
<b>Climbing</b>	No	<b>Clerical</b>	No		<input type="checkbox"/>
<b>Lifting/Carrying</b>	Yes	<b>Analysis</b>	Yes		<input type="checkbox"/>
- # of lbs.	50	<b>Comprehension</b>	Yes		<input type="checkbox"/>

### Job Description Approvals:

Management: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_