

## SEEKING EXECUTIVE DIRECTOR

**The Regional Transit Leadership Council is seeking to hire an Executive Director** as it works with its partners to pursue two major regional actions and future initiatives. We are seeking a fee for service contractor.

Please send cover letter outlining qualifications and resume prior to **August 29, 2018**.

## ORGANIZATIONAL OVERVIEW

The [Regional Transit Leadership Council](#) (RTLC) unites regional leaders and supports actions and initiatives that will resolve the Region's complex connectivity challenges. As an independent, non-profit organization, the RTLC champions a multi-modal transportation system that is crucial to Southeastern Wisconsin's and the State's competitiveness and economic prosperity.

The fiscal agent for the RTLC, MetroGO! is a 501(c)(3) nonprofit that engages people in creating a regional transit network that fuels the economy and workforce growth.

Collectively, MetroGO! and the RTLC have a \$150K+ annual operating budget. The work of the RTLC is guided by an Executive Committee, which includes local and regional business and civic leaders, and elected officials. MetroGO! is supervised by a Board of Directors. Multiple individuals hold positions on both the RTLC Executive Committee and MetroGO! Board of Directors to ensure coordination between the two organizations. Regional is defined as the following counties: Milwaukee, Racine, Waukesha, Kenosha, Ozaukee, Walworth and Washington.

## CURRENT INITIATIVES

The RTLC recently hosted a Regional Workforce Transportation Symposium with more than 130 regional private and public sector leaders in attendance. As a result of the conversations that occurred prior to and at the Symposium and the feedback received through a post-event survey, the RTLC recommended and is now coordinating achievement of the following two transformative actions.

### 1. Workforce Mobility Management

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is creating a team focused on regional workforce mobility solutions. Working with its partners, area workforce development agencies and area businesses, this team will coordinate current ad hoc workforce transportation efforts and support implementation of new innovative solutions across the seven-county region. Its goal would be to increase access to jobs for residents and labor for businesses by creating efficiencies through collaboration and better planning. The team began its operations in July.

### 2. Create a Regional Strategy

Given that nearly 90% of those responding to the post-event survey agree "it is time to commission an independent consultant to create a multimodal workforce transit strategy for Southeastern Wisconsin," area government officials working with business leaders throughout the Region should develop a revenue agreement to fund this effort. This strategy would, in effect, operationalize multimodal aspects of the SEWRPC's [VISION 2050 plan](#).

The Regional Transit Leadership Council believes this process needs to be completed within the next six months and is working with leaders to accomplish this. Once funding is secured, SEWRPC will coordinate the hiring of the independent consultant and ensure the resulting strategy incorporates the latest technical innovations and is completed within 12 months of hiring.

[\(Symposium Report and Recommendations\)](#)

## POSITION DESCRIPTION

The RTALC and MetroGO! are seeking an Executive Director to lead the organizations as they work with partners to pursue these two actions and future initiatives. The primary responsibilities for the new Executive Director are listed below, and include strategy and execution of fundraising, leadership and membership leadership development, facilitation of leadership meetings, communications, coalition and relationship building, and project development and completion. In addition to these focus areas, the Executive Director will be responsible to the MetroGO! Board of Directors and the RTALC Executive Committee for the successful operation of both organizations, and consistent with the mission and strategic goals of both organizations, oversee the budget, structure, programs, and activities of the organizations. These are further described in “Additional Duties and Responsibilities” below.

The Executive Director will have the opportunity to grow a young organization and have a tremendous positive and visible impact on the region’s economy, workforce, and quality of life. In its first year, the workload for this position is expected to be predominately focused on the initiatives of the RTALC, while still ensuring that MetroGO!’s immediate objectives and activities (maintaining a strong administrative backbone, supporting the RTALC with project and funding support, developing multi-modal transit projects that improve job access and economic development in local communities, and developing its staffing and Board strategy) are achieved. Longer-term, it is expected that RTALC and MetroGO! will have separate Directors, or that staff will be hired for MetroGO! under the direction of a joint Executive Director.

## PRIMARY RESPONSIBILITIES

### **Fundraising and Membership Development**

- Communicate effectively with, and gain confidence of, current and potential major donors.
- Retain and grow the RTALC’s membership base through attracting strategic new leaders and organizations to become involved in the RTALC, and ensuring that existing members are provided value for their contribution.
- Raise funds needed to meet the organizational and program needs of the RTALC and MetroGO!.
- Work with partnering business, civic and public organizations to raise the funds needed to pursue the second initiative described above, a Regional Workforce Transportation Strategy.
- Cultivate and engage leaders and champions.

### **Meeting Facilitation and Event Management**

- Facilitate discussions of top local elected officials and community leaders regarding multimodal transportation and related issues such as economic and workforce growth and competitiveness, efficiency, regional coordination and collaboration.
- Design and organize dynamic, engaging and outcomes-driven events which occasionally include major events attracting more than 100 leaders, including scheduling, budgeting, and planning.
- Plan and coordinate meetings of the Board of Directors, Executive Committee and other committees.

### **Communications and Relationship Building**

- Strengthen current and establish new ties throughout the region that will create organizational and project partnerships.
- Draw public and key stakeholder attention to the RTLC's work.
- Raise the regional profile and presence of the RTLC.
- Serve as the chief spokesperson for the RTLC and MetroGO! with the general public, media, government and other organizations.
- Credibly and compellingly represent the RTLC and MetroGO! in public relations, funder and community relationships.
- Maintain effective proactive and reactive communications with members, policy makers, the media and the general public regarding issues of importance to the members.
- Create and maintain a donor/stakeholder database.

### **Project Development and Completion**

- Develop and pursue opportunities for the RTLC and MetroGO! to assist businesses and community and government partners in enhancing workforce transportation and connectivity.
- Ensure that all projects are completed on time and to the satisfaction of the funder, client, business or community partner.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

### **Organization management**

- Create and effectively manage annual budget for MetroGO! and the RTLC.
- Insure the bylaws and policies of MetroGO! and the RTLC organizational structure documents are consistent and followed.
- Facilitate the development and implementation of an effective strategic plan.

### **Functional management**

- Establish and maintain the RTLC as a credible source for multimodal transit information, statistics and issues.
- Create and maintain an effective advocacy capacity at the local, state and national government level.

#### **Administrative and financial management**

- Ensure the financial and operational sustainability of the RTLC and MetroGO!.
- Execute all contracts and legal commitments on behalf of MetroGO!.
- Ensure the maintenance of accurate and complete membership records.

#### **FURTHER CANDIDATE QUALIFICATIONS AND EDUCATION**

- A minimum of 5 years of management experience in and proven success in fundraising, leadership and meeting development and facilitation, communications, and management.
- Transit knowledge is a strong plus but not required.
- Bachelor's degree in business, communications, political science, urban planning, transportation or other related field.
- Ability to use Microsoft Office, Excel and other necessary business, accounting, and communications software and tools effectively.
- Valid driver's license and means of transportation.

#### **COMPENSATION**

We are seeking a fee for service contractor. The position will pay a fixed fee plus expenses. The fixed fee and time commitment will be negotiated with the successful applicant.

**Please send cover letter outlining qualifications and resume by August 28, 2018 to:**

**Maggie Fortmann at [maggie.fortmann@graef-usa.com](mailto:maggie.fortmann@graef-usa.com)**

All communications will be held in strict confidence.