

Organization: Central Indiana Regional Transportation Authority (CIRTA)

Position: Executive Director

Location: Central Indiana (Indianapolis and surrounding communities)

Job Status: Full-Time

Salary: \$80,000 - \$110,000/annually commensurate with experience

The Executive Director position leads all aspects of professional and administrative work of the Central Indiana Regional Transportation Authority (CIRTA). The Executive Director provides general guidance to departmental managers, provides strategic planning and direction, manages contract compliance, and develops and administers the budget. In addition, the Executive Director serves as primary liaison to the community and elected bodies on the needs, benefits, and value of improved transit in Central Indiana. This position reports directly to an appointed board of directors and serves at the will of the board.

Minimum Experience:

- Four-year college degree in business, public administration, urban planning, non-profit management, communication, marketing, or related field
- Substantial, preferably 5 – 7 years, executive or leadership experience in government or non-profit agency or business operations and/or marketing
- Transportation and planning experience preferred, but not required
- Understanding of FTA requirements is a definite Plus
- The position is exempt and requires community outreach that may include evening, weekends

Essential Skills and Training:

- Track record of successes and overcoming obstacles
- Comfortable and adept at making presentations to small and large audiences
- Organized, punctual and a self-starter who can work with minimal supervision
- Analytical skills to provide solutions/recommendations to businesses, stakeholders, and to the community
- Experience interacting with people of varied backgrounds
- Experience in customer service and responding to customer inquiries
- Articulate, persistent, performance driven, and results oriented
- Work well in a team environment
- Proficient in Microsoft Office systems and social media platforms

Application:

Submit your resume and cover letter with salary requirements and work-related references, including name, phone, and email address to transpro@transproconsulting.com