



Position:

Executive Director, Commute Seattle

Status:

Full time, Non-Exempt

About Commute Seattle:

Commute Seattle is a 501c(3) nonprofit Transportation Management Association founded in 2004 with a mission to foster mobility partnerships and services to keep Seattle moving and thriving for all. We are supported by local governments and transit agencies and are part of a larger organization consisting of the Downtown Seattle Association and Metropolitan Improvement District. Commute Seattle partners with employers and institutions to implement sustainable transportation options and trip reduction strategies that positively change commute behavior, improve quality of life, and support economic and environmental goals.

Reporting Relationship:

The Executive Director reports to the Downtown Seattle Association and its CEO and serves as a member of DSA's senior leadership team. Commute Seattle is incorporated as a 501(c)(3) organization by the DSA. The ED works collaboratively with all members of the Downtown Transportation Alliance to execute a joint annual work plan and achieve shared strategic objectives.

Job Description:

The Executive Director of Commute Seattle is responsible for implementing the vision of the Downtown Transportation Alliance (DTA), implementing the DTA work plan and overseeing the day to day operation of Commute Seattle. The Executive Director leads the organization by convening the partners from King County Metro, the City of Seattle, Sound Transit, and the Downtown Seattle Association to achieve the common mission of enhancing downtown's economic competitiveness by reducing single occupancy automobile trips to downtown and increasing travel by other modes.

The Executive Director will be responsible for advancing diversity, equity and inclusion in the programmatic work and overall objectives and operations of the organization.

The ED must ensure organizational capacity to implement work plans, deliver reporting, conduct sound fiscal practices, and otherwise oversee the day-to-day operations of Commute Seattle. The ED is also responsible for staffing, engaging in coordinated reporting and communication for, and convening meetings, events, and planning sessions with partners.

The Executive Director will also represent the business community on transit and transportation mobility issues; provide direction for the development and management of contracted Transportation Demand Management (TDM) services and products; develop innovative programs and services; and build relationships with clients, local and state agencies, and elected officials. The ED will be responsible for adapting the organization's strategic vision (in partnership with key stakeholders) to respond effectively to impacts the pandemic has had on downtown and throughout the City of Seattle relevant to shifts in commuting and transportation behaviors, positioning CS to further enhance



access and mobility to and within downtown and throughout the city, including neighborhood business districts.

The position oversees approximately 7 full time Commute Seattle staff responsible for delivering complementary and fee-based services to property owners, employers, and commuters in downtown as well as some city-wide employer commute programming.

Responsibilities:

- Assist DTA partners in developing shared objectives and maximizing the potential of the DTA Board as a transportation and transit policy forum
- Coordinate the interagency DTA Policy Staff, comprised of staff from the DTA Board partner organizations
- Ensure staffing support, coordination, and communication with and among DTA partners and for DTA sponsored initiatives
- Develop and implement a strategic plan that provides benefit to the partners, ensures valuable services to downtown businesses, and supports measurable trip reduction
- Be knowledgeable of non-profit leadership and/or mission driven work
- Be knowledgeable on a wide range of transit and transportation issues and provide policy analysis and decision-making support to the vision, mission, goals and objectives of Commute Seattle and in support of shared DTA partnership efforts
- Collaborate with stakeholders and partner agencies in developing and implementing strategic work plans that provide clear benefits and guidance for delivering the goals and objectives of Commute Seattle and which capture the benefits of reduced reliance on transportation via single occupancy vehicle
- Effectively negotiate and administer agreements, contracts and research projects with partner organizations and agencies
- Represent and promote Commute Seattle and its goals in the business community, develop partnerships with key public and private stakeholders, including DSA, MID, BOMA, Seattle 2030 District
- Identify and pursue sustainable funding for Commute Seattle, prepare, manage, and report on program budgets
- Effectively hire, lead and manage staff
- Utilize a rigorous measurement and program evaluation to track overall program effectiveness and individual service effectiveness, monitor and report on key performance indicators

Qualifications:

Successful candidates for this position will be self-starters with an entrepreneurial drive, have at least 7 years' experience working in the public/private/non-profit sectors, and possess the following skills:

- College graduate with a 4-year degree or equivalent experience and 7+ years professional experience
- The leadership skills to work effectively and efficiently with top management in both the public and private sectors, and with elected officials
- Experience supporting an executive level board and volunteers including the ability to work with and coordinate program committees, strong negotiation skills
- Experience building and leading teams to develop and implement programs



- Ability to work independently, with strong organizational and problem-solving skills
- Knowledge of transportation demand management (TDM) principles, commute trip reduction laws, transportation choices, and an understanding of Seattle's transportation, parking and transit issues preferred. Familiarity with how social equity intersects with sustainable transportation and mobility justice.
- Program, budget, and staff management experience including managing multiple fund sources and grants
- Excellent customer service skills
- Entrepreneurial spirit
- Success in developing program resources and funding
- Strong verbal, writing, interpersonal and analytical skills; strong public speaking and comfort working in media relations.

Characteristics:

- Reflect the Downtown Seattle Association's core values of Collaboration, Perseverance, Innovation, Excellence, and Integrity
- Deep commitment to equity and social justice with an understanding of the role that racism, ableism, sexism and other forms of bias and oppression play in perpetuating inequity. We value candidates who come to us from a diverse array of backgrounds and lived experiences.
- Commitment to growth mindset, collaborative leadership, and a learning-based philosophy
- Humility, sense of humor, comfort with ambiguity, and servant leadership
- Ability to weave and work within all DSA mission areas associated with creating a healthy, vibrant downtown while pursuing Commute Seattle's citywide mission.
- Willingness and comfort to engage with evolving and shifting portfolio of job duties

Accessibility:

We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Commute Seattle is an Equal Opportunity Employer.

Salary and Benefits:

Position is at a management level; salary range is competitive DOE. Compensation includes employer covered medical/dental/vision insurance; paid time off; holidays; retirement plan; annual transit pass.

To Apply:

Email 1) a copy of your resume, 2) a cover letter providing more in-depth information on the experience and qualities you would bring to the job, and 3) the names, addresses, and phone numbers of three references to: hr@downtownseattle.org