



Career Opportunity

EXECUTIVE DIRECTOR

**Oklahoma Transit Association
(Oklahoma City, OK)**



How would you like to be Oklahoma's voice for public transportation and lead the charge to propel the state into a part of the top ten in the nation? The Oklahoma Transit Association (OTA) is looking to identify candidates for the career-defining position of Executive Director.

About the Oklahoma Transit Association (OTA)

The OTA, a nonprofit organization, is the state's voice for public transit. OTA's membership is comprised of 34 urban, small urban, suburban, rural and tribal transit agencies in the state who share the common priority of providing and improving mobility and access for all Oklahomans. OTA's mission is to support public transit through advocacy, education, communication, and partnerships.

About Oklahoma

Established with a Land Run and designated a state in 1907, Oklahoma is just over a hundred years young. A land of diversity from its Native history and breathtaking scenery to its Americana charm and hospitable people, Oklahoma has become a great place to live, work, and play. We encourage any applicants to visit the Oklahoma Tourism website to see all that Oklahoma has to offer (www.travelok.com).

About Oklahoma City

Western charm goes metropolitan in Oklahoma's capital city. Oklahoma City offers plenty of interesting things to do and boasts big-league attractions, including the Oklahoma City Thunder NBA Basketball team. You can also explore the revitalized downtown area, starring the Bricktown Entertainment District, Chesapeake Energy Arena and top-notch museums, including the Oklahoma City National Memorial & Museum and the Oklahoma City Museum of Art.

Other attractions include the National Cowboy & Western Heritage Museum and other Oklahoma City's Adventure District destinations. Learn Oklahoma's story at the Oklahoma State Capitol and nearby Oklahoma History Center. Go kid-friendly at the Oklahoma City Zoo



& Botanical Garden, Science Museum Oklahoma, Frontier City Theme Park and White Water Bay. Escape to the outdoors at the Oklahoma River & Regatta Park, Myriad Botanical Gardens & Crystal Bridge Tropical Conservatory and Lake Hefner.

Oklahoma City offers a thriving nightlife scene with concentrations of popular spots for music, dancing and drinks in the Bricktown Entertainment District, the Paseo Arts District, and Western Avenue area. The arts abound, and culture flourishes with options such as the Oklahoma City Philharmonic orchestra, the Oklahoma City Ballet, vibrant art districts and plentiful galleries, a diverse music scene that produces national stars in multiple genres, bountiful drama productions and an acclaimed arts festival that draws nearly 1 million visitors each year.

Executive Director Position

The Executive Director (ED) is responsible for administering, managing, and executing the affairs of the OTA for the overall benefit of the Oklahoma Transit Association (OTA), its membership, and its constituency. Guided by the President, the Executive Committee, and the Board of Directors, the ED's primary focus will be ensuring that the daily activities of OTA are in compliance and support of the most recently adopted strategic plan. The ED will be responsible for developing an annual work plan with specific targets to be accomplished in accordance with the strategic plan.

Desired candidate attributes include: *detail oriented, coalition builder, inclusive, listener, thoughtful, servant leader, trustworthy, and sincere.*

The minimum requirements for this position are excellent communication skills, Bachelor's Degree (Masters or Law Degree preferred), five years of experience in Association Management and/or Advocacy with appropriate certifications.

Job Duties and Responsibilities

The responsibilities of the ED are performing the following tasks as well as hiring, managing, and providing oversight of staff to ensure the following are accomplished:

Marketing/Communication

- Ensure effective communication with current and potential members, the Board of Directors, state agencies and related associations regarding the activities of the OTA using various means like regular newsletters, press releases, position statements, pamphlets, brochures, web postings, and email. As well as administering the OTA website by keeping content and design current.
- Develop and maintain effective and mutually satisfying relationships with other professional organizations and state agencies by staying abreast of common goals and issues and keeping the OTA membership aware of opportunities for training, networking, and collaboration.



- Prepare and distribute the OTA Annual Report to members and interested parties, detailing the association's activities and accomplishments of the previous year, and outlining the direction for the upcoming year.

Membership Development

- Seek new opportunities for membership expansion through the development of effective coalitions with other professional associations that support public and community transportation OTA's strategic plan.
- Review annually, with the Membership Services Committee, dues, membership categories, and policies related to membership.
- Solicit and provide regular informational materials for current and potential membership, as well as educational materials for distribution to local civic and community groups by current members.
- Maintain and update a database of members and publish membership directory, for member use only. Develop peer-to-peer network by encouraging participation and referral of member requests for assistance and information.
- Assist the OTA committees and their Chairs to accomplish projects and goals as it relates to the strategic plan.

Association Management

- Be available to membership and other parties and respond accurately and timely to requests for information and assistance.
- Carry out the short- and long-range strategic plan with the assistance of the Board of Directors and update the plan regularly.
- Record and publish minutes of Board and Committee meetings and prepare meeting agendas for regular Board meetings.
- Working with the Chair of the Finance and Administration Committee:



- Manage the financial matters of OTA as directed by the Board. This includes managing contracts, accounting, bookkeeping, invoicing, revenue receipts and purchases in accordance with good association financial practices.
- Arrange for and assist in an annual financial audit of OTA's records.
- Prepare and provide complete and accurate monthly financial statements for the Finance and Administration Committee.
- Prepare and provide complete and accurate monthly financial statements for regular Board meetings.

- Submit regular reports as required by ODOT or other bodies related to grants, contracts and/or other funding sources. Submit all necessary state and federal financial reports related to OTA.



- Seek new/additional sources of revenue through grant applications and/or new membership organization activities including conferences, trainings, investment activities, and advertising opportunities.
- Attend local Association Management meetings and secure opportunities for professional growth from the state Association Management organization.

Conference Activities

- Working with the Conference Committee, plan, arrange and attend all conference and training activities, including scheduling speakers and presenters, negotiating service contracts, arranging facilities and amenities, planning for vendor exhibitions and participation, and successfully marketing the events to both OTA and non-OTA members to ensure high level of participation.
- Attend conferences of related organizations as an official representative of OTA. Work with related organizations on collaborative conference efforts.
- Provide support for routine activities of the Board and OTA membership, including arranging meeting sites, assisting various committees with planning meeting sessions, and providing staffing when necessary.
- Provide complete and accurate reports related to conferences and training activities to include attendance, finance, and member evaluation.



How to Apply

OTA has retained the executive search services of KJ Backpack LLC. Please send all inquiries to:

OTA Executive Director Search

KJ Backpack LLC

PO Box 2235

Gaffney, SC 29341

Or email kjoyner@kjbackpack.com using the subject line: **OTA Executive Director**

Please include a cover letter, resume, salary expectations as well as three professional references within application.