



## **Job Description: Transportation Program Manager**

### **About the Organization**

The Monterey Bay Economic Partnership (MBEP) is seeking an experienced senior level program manager with a proven track record of accomplishments in dealing with policy and government process. Do you have a proven track record of success in sales? Are you excited to work with local policy makers to enhance our region's transportation options? To be successful, you will develop strategies and implement plans in our transportation initiative.

MBEP is a regional nonprofit, membership organization consisting of over 80 public, private and civic entities located throughout the counties of Monterey, San Benito and Santa Cruz. Our vision is a thriving region for all residents, and our mission is to improve the economic health and quality of life in the region. Our board is an engaged group of regional leaders.

Are you focused on results? Do you crave putting strategic plans in motion with dynamic, innovative and impactful tactics? MBEP is doing great things that are making our communities stronger. Come use your powers for good by applying your talents to make a difference right here in the Monterey Bay region.

Every day will be different, with unique strategies and approaches to implementation. You will be expected to bring fresh ideas, passion and energy to your role, helping to make a positive impact on our region through your work. You will also be expected to multi-task, be organized, and get a lot of stuff done in a professional manner, working collaboratively with other members of the MBEP team and our partners. We have a lean organization and value smart "doers."

### **Position Summary**

The position requires a professional with experience in planning/policy, program/project management oversight, managing multiple projects, and balancing the needs of multi-sector stakeholders.

This is a detailed-oriented, member-facing role that requires multi-tasking and effective communication to deliver first class results. Proactive planning, smart strategy, political savviness, and practical thinking are core competencies for this role.

### **Job Duties & Responsibilities:**

- Provide thought leadership for MBEP's transportation initiative strategy, leveraging existing regional resources and talent
- Manage and execute multiple program elements to completion, such as advocacy for transportation-related policies and funding, active transportation infrastructure, innovative public and shared transportation solutions, etc.

- Launch the MBEP Mobility platform to MBEP members and gain adoption of the plan by the majority of MBEP members that includes getting buy-in from each MBEP member adopting platform for a baseline analysis and annual measurements to be able to report overall improvements against stated measurements
- Deliver presentations/workshops to and with MBEP members
- Lead, support and activate senior level multi-sector committee members in advancing projects
- Develop and maintain appropriate levels of communication with committee members, internal team members, and partners to ensure proper coordination of all program components and deliverables
- Establish project requirements, priorities, objectives and deadlines, executing programs on strategy, on time and on budget
- Provide program analysis vis-a-vis objectives and impact evaluations
- Create timely program reports of progress and results measurement
- Maintain and track all relevant project documents and reporting such as workplans, deliverables, project finances, project status to management and committee members
- Maintain effective working relationships with representatives of regional government elected officials and staff, members and partners

**Qualifications/Requirements:**

- Knowledge of political process and how to get things done
- Strong communication skills (writing, speaking, listening and expertise in Microsoft Office software)
- At least 7 years directly related experience
- BA/BS in Economics, Business, Policy/Gov't or related field
- Superior writing skills, organization skills, and attention to detail
- Experience working with high level partners, constituents, clients and expectations
- Strong interpersonal skills
- Ability to work in an ambiguous environment
- Bilingual in Spanish a plus

Classification: Exempt, Full-Time Position  
 Salary commensurate with experience

*MBEP IS AN EQUAL OPPORTUNITY EMPLOYER. WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS, SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.*

**Qualified candidates are encouraged to send a resume and cover letter to Kate Roberts at [kr Roberts@mbep.biz](mailto:kr Roberts@mbep.biz).**

=====