

TRANSPORTATION PROGRAM MANAGER

Full time – Application period open from March 11, 2013, until filled

Apply in writing (letter & resume) to: Patrick Bannon, BDA President, patrick@bellevuedowntown.org

The Opportunity

As the Transportation Program Manager, you will implement the strategic vision and business plan of the Bellevue Downtown Association's award-winning Transportation Management service (TransManage). You will lead a team on the day-to-day operations of the service; develop and manage transportation demand management (TDM) services and products; provide recommendations on long and short-term planning to the BDA President and Board of Directors; and strengthen relationships with clients, local and state agencies and elected officials.

As a staff member of the BDA, you will play a key role in fulfilling the association's Strategic Plan to promote a thriving retail and entertainment destination, attract knowledge workers and innovative companies, and foster a healthy and engaged residential community.

Working at the BDA also means you join in supporting the production and promotion of member and community events, such as BDA Member Breakfasts, the Symetra Bellevue Family 4th, the Bellevue Jazz Festival, the 6th Street Fair, Live at Lunch Concert Series, the Bellevue Magic Season, and more.

Position Overview

- Implement the mission and goals of the BDA's Transportation Management service.
- Effectively administer three lines of business: private/public partnerships, building services and employer services.
- Represent and promote the service and its programs in the community.
- Identify new markets and develop innovative trip reduction products and programs targeted at property managers, employers, commuters and residents in Bellevue and the Eastside.
- Ensure sustainable funding for the service, prepare program budgets, create and report on progress towards funding and programmatic goals.
- Establish a rigorous measurement and evaluation program to track overall program effectiveness and individual service effectiveness.
- Effectively manage staff, work with an advisory committee and provide high level customer service to the Bellevue and Eastside community.

Job Responsibilities

Building Services

- Oversee all aspects of implementing city-required Transportation Management Plans (TMPs) for property managers.
- Assess current TMP agreements, programs and services with property managers, develop and implement individualized strategic TMP implementation plans.
- Create tracking tools aimed at collecting data and measuring progress towards building mode-split goals.
- Develop innovative, customer-based alternative mode programs and services for building clients.
- Identify and develop new building services business.

Employer Services

- Oversee all aspects of implementing state-required Commute Trip Reduction requirements for client worksites.
- Identify and develop new employer services business.

Public/Private Partnerships

- Oversee all aspects of implementing contract and program requirements for local and regional partnerships.
- Conduct market research to identify potential target markets, understand barriers and benefits to alternative mode usage and develop strategic programs and services.
- Develop and implement innovative transportation demand management programs such as small-employer and/or building-specific programs, parking management, telework, flexible schedule and other services.
- Assist local jurisdictions in branding TDM programs.
- Identify and develop new grant and public funding opportunities.

Advocacy/Legislative

- Participate in local and regional transportation planning meetings.
- Coordinate with existing transportation committees and organizations to represent the transportation needs of clients and customers as appropriate.

Minimum Qualifications

- A bachelor's degree is required. A master's degree in planning, transportation planning, public administration, public policy or other related field is preferred.
- A minimum of 3 years of professional experience in a related position.
- Project management experience, strong organizational, problem-solving and communications skills
- Experience creating and/or implementing evaluation and tracking systems and managing a program budget are preferred
- Financial management and ability to identify and secure new revenues sources are essential skills; grant-writing experience is desirable
- Ability to meet with and establish relationships with high-level executives and publicly elected officials, speaking to large audiences and dealing with the general public.
- Working knowledge of transportation demand management programs, including carpools and vanpools, discounted transit programs, parking management programs, flexible work schedules and telework.
- Experience with transportation alternative mode outreach and market research is a plus.

Established in 1974, the Bellevue Downtown Association is the convening nonprofit organization for downtown leadership, advocacy and promotion. BDA members reflect and represent the downtown community. Their shared vision and hard work fuel downtown's growth and evolution.

The Bellevue Downtown Association is an equal employment opportunity employer. This job listing is not an offer of employment or an employment contract.