

Job Title: Executive Director

Organization: Cross County Connection Transportation Management Association (CCCTMA)

Location: Marlton, NJ (15 miles from Phila.)

Position Type: Full-Time/Remote work permissible 2 days per week

Salary Range: \$100,000-\$150,000

Start Date: June 1, 2025

Job Summary

The Executive Director serves as the chief executive officer of CCCTMA, responsible for the overall leadership, strategic direction, and operational management of the organization. This role involves working closely with the Board of Trustees, staff and stakeholders to fulfill the organization's mission, implement policies, and achieve financial and operational goals. This position reports directly to the Board of Trustees. CCCTMA currently has a staff of 12 individuals and a budget of approximately \$2m.

This position requires a dynamic and strategic leader who is knowledgeable and passionate about advancing the organization's mission and capable of managing a wide array of responsibilities with competence and integrity. The ideal candidate will possess a multidisciplinary skill set and a commitment to fostering a collaborative and inclusive organizational culture.

About Cross County Connection

Mission statement: Creating equitable, safe, and environmentally sustainable transportation options in South Jersey.

Vision Statement: To be the trusted resource empowering the South Jersey region to:

- Reduce pedestrian & bicyclists' crashes in all communities
- Improve air quality and reduce traffic congestion through the increased use of commute alternatives
- Create a culture that embraces safe public transit, walking and biking as an everyday means of transportation for all

CCCTMA is the designated Transportation Management Association (TMA) for the seven-county southern New Jersey region encompassing Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem counties. CCCTMA addresses the region's mobility needs by fostering the implementation and use of sustainable transportation modes.

CCCTMA, a nonprofit organization, was formally incorporated in 1989 through the efforts of a group of southern New Jersey business leaders, local governments, and state agencies to address traffic congestion and improve air quality in the region.

CCCTMA's programs and services encourage and facilitate the safe use of public transit, shuttle services, carpooling, vanpooling, bicycling and walking for all. Additional services include public transit travel training, bicycling and walking safety programs, assistance with electric vehicle charging infrastructure and fleets, bicycle and pedestrian infrastructure planning, grant assistance and more. Services are provided to county and local governments, the business community, federal, state and regional transportation agencies, schools, social service organizations and the general public.

Key Responsibilities

Leadership and Strategic Planning

- Develop and implement strategic plans that align with the organization's mission and goals and continuously evaluate and improve program effectiveness.
- Provide visionary leadership to the organization, fostering a culture of innovation and excellence.
- Act as a primary spokesperson for the organization, representing its mission and values to stakeholders, partners, and the public.

Board Relations

- Collaborate with the Board of Trustees to develop strategic goals and policies and ensure governance best practices.
- Review and update Strategic Plan and By-Laws, as needed.
- Provide regular updates to the Board on the organization's activities, financial status, and progress towards projects and programs at regularly scheduled Executive Committee and Board of Trustees meetings.
- Facilitate effective Board meetings (approximately monthly) and support Board development and engagement.
- Conduct Board and Officers elections and actively recruit and retain Board members.

Financial Management

- Oversee the development and management of the organization's budget and financial resources.
- Ensure the financial health and sustainability of the organization through sound fiscal management and fundraising strategies, primarily through grant writing (federal, state and private grants).
- Identify and pursue funding opportunities, including grants, donations, and partnerships.

Operational Management

- Ensure the organization's daily administrative and programmatic tasks, ensuring operation efficiency and compliance with multiple contracts.
- Oversee the development and implementation of programs, projects and services that align with the organization's mission, as identified in numerous Work Programs.
- Manage CCCTMA's Transportation Demand Management (TDM) grant program available to member organizations.
- Ensure compliance with legal, regulatory, and ethical standards.

Staff Management and Development

- Recruit, hire, and retain a talented and diverse team of professionals.
- Foster a positive and motivating work environment encouraging professional growth and development.
- Conduct annual performance evaluations and provide feedback to staff.

Community Engagement and Advocacy

- Advocate for the organization's mission and programs at local, state, regional and national levels.
- Build and maintain strong relationships with community leaders, partners, and stakeholders.
- Engage with the community to understand needs and develop responsive programs, including programs for member organizations.
- Actively recruit and retain member organizations.
- Serve as the public face of the organization, representing its mission to external stakeholders.

Skills

- Demonstrated leadership and management skills with a proven record of success in similar roles.
- Exceptional communication and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders (private and public sector, general public, state and local officials, etc.)
- Proficiency with Microsoft Word and Microsoft Excel required. Proficiency with Project Management software, such as Monday.com, desired.
- Proven record of successful grant writing and fundraising.
- Creativity and problem-solving abilities to navigate challenges.
- Ability to manage a diverse set of tasks simultaneously, prioritizing effectively to meet organizational goals.
- Knowledge of nonprofit human resources, financial management and governance.

Qualifications

- A strong dedication to the organization's mission and values.
- Bachelor's degree required (Master's degree preferred) in nonprofit management, business administration, or a related field, with a strong background in urban and regional planning, especially transportation planning.
- Minimum of 10 years of experience in a senior leadership role, preferably within a nonprofit organization.

Benefits

CCCTMA recognizes that our employees are our most important resource. Our commitment to our employees is reflected in our generous benefits package:

- Flexible work schedule options
- Remote work option for eligible positions (3 days in Marlton office; 2 days remote)
- Healthcare benefits
 - Paid medical insurance for employees and eligible dependents (\$1,500 employee contribution required, annually)
 - Employer funded Health Reimbursement Account to cover medical insurance deductibles for employees and eligible dependents
 - Paid dental insurance for employees and eligible dependents
 - Paid vision insurance for employees and eligible dependents
- Retirement Plan with employer contribution ranging from 3% to 5%
- Group life insurance and long term disability insurance
- Paid leave (vacation, sick and personal)
- Paid holidays
- Employer paid registration fees to sit for AICP and NJ Professional Planner exams
- Employer paid annual APA and AICP dues and NJ Professional Planner license fees
- Employer paid professional development trainings and conferences.

Additional Information

- Applicants must have a valid driver's license, reliable personal vehicle and valid vehicle insurance to travel to meetings and conduct field work. Mileage reimbursement will be provided.
- Applicants must have the ability to work in Marlton, NJ office at least three days per week (Monday – Friday) and have access to reliable internet and personal computer/laptop if participating in remote work program (maximum 2 days per week, Monday – Friday).
- This position may occasionally require attending meetings and/or events outside of typical work hours or on weekends.
- Applicants must be a United States citizen or permanently authorized to work in the United States on a full-time basis without the need for an employment-based visa sponsorship now or in the future.
- Applicants must be able to lift, carry and transport up to 25 pounds of materials (literature, promotional items, etc.).

Equal Employment Opportunity Statement

Cross County Connection TMA, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.