



CHIEF EXECUTIVE OFFICER AND PRESIDENT

RECRUITMENT ANNOUNCEMENT

ABOUT THE CONFERENCE OF MINORITY TRANSPORTATION OFFICIALS

Founded in 1971, the Conference of Minority Transportation Officials (COMTO) was created to provide a forum for minority professionals in the transportation industry. COMTO is the nation's leading multimodal advocacy organization for minority professionals and businesses in the transportation industry. COMTO is poised to approach its future in a strong position by taking into account the impacts of "social-justice" decisions and the support and sustainability of transportation options that are critical to the future health of Communities of Color; including workforce development for equal access and creative solutions for eliminating cultural and institutional barriers to jobs and opportunities; becoming fully engaged in all factors that contribute to or influence outcomes of minority inclusion into business successes; and increasing minority opportunities at the C-Suite and Board of Director levels.

COMTO has forty (40) chapters throughout the United States. Members include individuals, transportation agencies, academic institutions, small disadvantaged businesses and industry non-profits. From highways and roads to mass transit systems, from subways to rail systems, and from port authorities to airports, COMTO members represent every facet of the transportation industry. COMTO members are executive leaders who determine the direction of major transportation systems, the mechanics and operators who ensure the safe passage of millions of transportation riders every day as well as all individuals involved in every facet and at every level of our nation's transportation industry.

COMTO's leadership includes the National Chair, the Chief Executive Officer and President, the Board of Directors, Board of Advisors, and COMTO's Council of Presidents, which is made up of the Presidents of COMTO's chapters nationwide.

MISSION

COMTO provides opportunities in the transportation industry for minority participation and advancement, through advocacy, training and professional development.

VISION

COMTO will serve as an advocate for minority inclusion in all aspects of the transportation industry.

STRATEGIC PLAN OPPORTUNITIES/GOALS:

1. Advocacy Strategy

GOAL: Support the growth and footprint of COMTO as an integral part of the transportation community by better utilizing the wealth of resources available to the organization.

2. Training and Development

GOAL: Provide increased career development and additional leadership training/opportunities for COMTO members.

3. Growth and Retention

GOAL: Continue to grow and diversify COMTO while implementing strategies for long term retention of current members.

4. Diversity and Inclusion

GOAL: Leverage for a diverse and inclusive workforce to achieve and exceed business and contract goals.

COMTO'S CORE VALUES

COMTO affirms, and is committed to, the following core values:

Advocacy • Diversity • Excellence • Inclusion • Innovation • Integrity • Service

These core values are embodied in how the association conducts business and interacts with its stakeholders, including members, customers, partners and supporters.

ABOUT THE POSITION

This position serves as the CEO/President of COMTO, having general administration and management of the affairs of the organization under the direction of the Chair of the Board and the Board of Directors. The CEO/President is expected to be a fulltime employee devoting his/her time to managing the affairs of COMTO. This position provides strategic leadership and guidance and is responsible for the overall performance and organizational effectiveness of the COMTO organization. The CEO/President provides factual information and advice to the Board of Directors regarding key strategic, policy and legislative issues and is accountable for implementing decisions made by the Board. The CEO/President establishes current and long-range strategic objectives in conjunction with the Board, formulates plans and policies and allocates resources for the achievement of these objectives working through a strong committee structure. The CEO/President fosters a collaborative, innovative and high-performing culture working with the Board of Directors and the Council of Presidents to reach all members of the organization. The CEO/President works with elected officials, state and federal agencies, public constituencies, non-governmental organizations and other external stakeholders to advance the organization's strategic plan and ensure the success of Board approved programs. The CEO/President attends all COMTO meetings, including those of the Board of Directors and the Executive Committee. The CEO/President works with the Secretary/Treasurer of the Board to manage all of the financial affairs of the organization including soliciting, collecting, depositing, and the reporting of all funds received and due to the organization. The CEO/President is responsible for the accuracy of all accounts related to fundraising activities and the payment of all bills and vouchers due. The CEO/President is also in charge of managing a balanced yearly budget, including the review and distribution of all accounting, audits and other financial reporting provided to the Board of Directors for review and approval.

The CEO/President handles the daily operations of the COMTO organization. The CEO/President is in charge of all of the property of COMTO and has full authority to hire, discipline, discharge and functionally realign staff in order to maximize productivity and the efficiency of the COMTO organization. On an as needed basis, the CEO/President may be assigned other duties deemed to be in the best interest of the COMTO organization.

The ideal candidate must have a proven track record of successfully managing a large, complex and diverse organization that provides exemplary customer service to members, affiliated organizations, collaborative partners and major stakeholders. This individual must have outstanding advocacy skills, strong financial management, communication, strategic planning, public relations, community relations, governmental relations and interpersonal skills. A transportation background is required and an understanding of the federal legislative process is also preferred.

ESSENTIAL JOB DUTIES

- » Direct the organization to move towards the next level of organizational development.
- » Provide leadership and direction for the organization that supports an environment of learning and growth, while planning for required critical knowledge, developing the skills and talent of a diverse group of professionals seeking technical, mid-management or "C" suite training and development.
- » Provide information and support to the Board of Directors on strategic, policy and legislative issues. Work with the Board to address funding challenges, identify risks and opportunities and assist in developing viable solutions.
- » Engage and respond to major corporate partners, major stakeholders, general membership (COMTO chapters) and other unique organizational partners to develop current and planned programs and services.
- » Engage, develop and build the COMTO chapters across the country as well as create new COMTO chapters.
- » Exhibit proven leadership skills such as being a unifier; team builder and problem solver; and mentor, motivator and visionary.
- » Provide transparency and insight into the organization's vision and mission, goals and objectives in order to implement programs, policies and services that create innovative partnerships that promote the future needs and goals of the COMTO organization.
- » Assume full responsibility for providing organizational leadership and allocating resources in order to achieve mission, goals, strategic objectives and Board policies to provide the highest quality of customer service.
- » Possess strong financial management and leadership skills and successfully manage a complex budget and identify areas for increased cost efficiency and communicate recommendations to

the Board of Directors. Develop innovative and effective solutions to meet COMTO funding challenges.

- » Oversee and participate in the planning and execution of all COMTO conferences, trade shows, seminars, workshops and committee activities as appropriate.
- » Oversee the planning and execution of COMTO's legislative advocacy program including the efforts of the organization's legislative committee and various coalitions.
- » Oversee or develop a creative and vibrant marketing plan, advocacy program or member program that promotes, educates and stimulates discussion of new diversity approaches that members and other stakeholders can undertake for individual or organizational development.
- » Maintain an open door policy whereby employees and members feel comfortable approaching the CEO/President. Create opportunities for members and employees to express new ideas and discuss their own personal thoughts/concerns about the future growth of the organization.
- » Dedicate time and resources to build robust partnerships, alliances and groups that will allow for new ideas and strategic thinking that will benefit the future growth of the organization.

DESIRED QUALIFICATIONS

Experience

- » Bachelor's degree in management, planning, public administration, or closely related field; Graduate degree preferred.
- » Ten years of senior management experience that includes transportation, including seven years at an executive-level with supervisory, budgetary and management responsibility over multiple divisions and/or functional areas.
- » Experience working in the public sector, government or transportation organization is required.
- » Proven track record in overseeing fund development program and execution of fundraising activities.
- » Experience in managing large, diverse pool of volunteers.
- » Experience in oversight or involvement with strategic plan development and execution.

OTHER PERSONAL QUALITIES

- » High level professional, mature, honest, even tempered, trusting confidant, charismatic and personable.
- » Innovative, open minded, fair, yet firm, credible and non-partisan.
- » Facilitator, negotiator, strategic thinker and consensus builder.
- » Adaptable to change quickly and often.
- » Inspiring, passionate about the transportation industry and diversity issues, energetic, strategic and a strong work ethic.

- » Ability to work in a high intensity, fast-paced organizational environment.
- » Results-oriented with a dedication to accuracy, efficiency and delivery of high quality products.
- » Excellent interpersonal communication, presentation and writing skills with the ability to respond to all requests in a timely and accurate manner.
- » Strong presenter to diverse groups of people who is able to deal with adverse situations/circumstances and respond in a timely and accurate manner.
- » Sensitive to diversity in all of its forms.
- » Demonstrate and understand the importance of teamwork.
- » Strategic, open-minded communicator and critical thinker who is unwilling to let challenges prevent success, but rather looks at challenges as opportunities for success.
- » Professional judgment including practical approaches, appropriate risk taking and political acumen to lead the future growth of the organization.

COMPENSATION

The annual salary will be based on the experience and qualifications of the final candidate. Benefits include medical, dental, life, vision, long-term disability; a defined benefit retirement plan, automobile allowance, holiday, vacation and sick leave.

HOURS OF WORK AND TRAVEL

Normal work hours are 8:00 a.m. to 5:00 p.m. Interested candidates should note that extensive travel is required as CEO/President's responsibilities. Additional work, outside the normal work hours, in the evenings, weekends and holidays is required.

APPLICATION PROCESS

Persons interested in this job must submit a cover letter, salary history and resume to:

Mr. Warren S. Montague,
Chairman COMTO Board of Directors, at
montague@COMTO-CEO.com

CLOSING DATE

January 20, 2017