



## Job Description

**Job Title:** Special Projects Manager - Movability

**Supervisor:** Executive Director, Movability

**FLSA Status:** Exempt

### Summary

The Special Projects Manager delivers project management, strategic planning and implementation for key Movability initiatives. This grant-funded position will oversee new programs and/or pilot programs that are created to further the mission of the organization. The Special Projects Manager will play a critical role in achieving the goals of Movability and serve as a primary point of contact and a liaison between Movability, the business community, member companies, and other stakeholders.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Act as lead on special projects as directed by the Executive Director.
- Develop and implement work-plans, processes, and timelines to effectively monitor projects and meet deadlines and budget expectations.
- Collect, input, analyze, and report on large quantities of data.
- Oversee the identification of special project prospects, cultivation, and solicitation strategies.
- Build awareness, maintain relationships, and create opportunities to deliver beneficial partnerships.
- Communicate with participants, employers, employees, government officials and other stakeholders.
- Develop and produce presentations, marketing collateral, and basic design projects for external engagement.
- Produce and oversee educational events.
- Manage grants and fulfill reporting requirements.
- Produce reports for funders, members, and other stakeholders.
- Collaborate with other staff members and project teams to generate ideas, plan communications activities, and develop plans for specific initiatives and programs.
- Identify advocacy event opportunities and represent the organization.
- Stay abreast of local mobility trends and developments by attending meetings, open houses and workshops.
- Maintain knowledge of current Transportation Demand Management best practices.
- Contribute to the efficiency of the organization by performing other duties as assigned.

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## Supervisory Responsibilities

- Periodically manages and oversees intern(s).

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Business Acumen** - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Judgement** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in

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decision-making process; makes timely decisions.

- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience**

Bachelor's degree from four-year college or university; 2-4 years related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and proposals. Ability to effectively present information and respond to questions from members, funders, other stakeholders, and the general public individually and in group settings.

- **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a variety of individuals and businesses and competing and changing needs

- **Computer Skills**

Proficient in Microsoft Outlook, MS Word, and Power Point, proofreading and general office procedures. Skilled in business writing, Excel, Survey Monkey or similar applications. Knowledge of Adobe Creative Suite.

- **Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

- **Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**The above job description is not intended to be an all-inclusive list of duties and standards of**

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**the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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