



**FULL ACCESS & COORDINATED TRANSPORTATION, INC., (FACT)
JOB DESCRIPTION / POSITION RECRUITMENT**

EXECUTIVE DIRECTOR

Overview

Full Access & Coordinated Transportation, Inc. (FACT) is a non-profit corporation formed to create a coordinated transportation system in San Diego County. The vision of FACT is: “That all people living in San Diego County will have full mobility within their community by an accessible transportation system that meets their individual needs.” The mission of FACT is to create a transportation system that will provide access and mobility to the people of San Diego County by: coordinating existing resources; creating partnerships that eliminate barriers; augmenting existing resources; accessing additional sources of funding; and, developing alternative models of transportation. FACT recently completed a comprehensive Business Plan available at www.factsd.org, which thoroughly describes the projects, programs and time-lines for which the Executive Director will be accountable. The FACT Business Plan describes the opportunity the Executive Director will have for significant organizational growth.

The Executive Director of FACT must have a demonstrated commitment to the vision and mission of FACT. The Executive Director will be required to organize, administer and implement the planning, operation and service of FACT to ensure the fulfillment of the vision and mission. The Executive Director will work under the general direction of the Board of Directors. The Executive Director will work directly with the FACT Advisory/Executive Committee. The Executive Director will be required to supervise and motivate a variety of employees and volunteers. The Executive Director is expected to be the liaison/representative of FACT to the community, municipalities, and all other public, private and governmental organizations.

General Responsibilities

- Oversee all aspects of the organization to ensure effective and efficient operation
- Hire and supervise staff and other personnel to assist with the operation of FACT
- Pursues appropriate funding for FACT operations and implementation of the vision and mission
- Organize, coordinate and facilitate all FACT meetings, including: Steering Committee, Advisory Committee, Board of Directors
- Represent FACT at all necessary community organizational meetings
- Ensure the responsibilities of the CTSA contract are achieved in accordance with a written strategic plan for implementation
- Complete all reports required for FACT operation
- Act as project manager for all FACT projects, and ensure that any required goals and objectives be met
- Ensure compliance with reporting requirements of all funding sources

- Implement board policies and directives
- Analyze and summarize Federal, State and Local regulations and legislation and develop recommendations to lead coordination efforts
- Work with other agencies, both private and public, to build partnerships to plan and implement a coordinated transportation system
- Communicate external and internal opinion and information to the Board of Directors and other FACT Committees
- Annually update the Business Plan and regularly provide progress reports
- Performs other duties as required to implement the vision and mission of FACT

Working Conditions

Majority of work is in a seated position for extended periods of time. Frequent travel is required to perform presentations before diverse groups and in a variety of settings; attend meetings and events; meet with businesses, community leaders, non-profit organizations, government officials, educational institutions and agency counterparts throughout San Diego County. Telecommuting may be an option for a portion of the work. Some bending, lifting, stooping, and carrying are required to perform duties. Experience using modern office machines is required; experience with Microsoft Office programs necessary. The individual must be able to handle demanding deadlines and changing priorities in an often-stressful work environment.

Education, Experience and Skills

Bachelors Degree in business or transportation, and five years successful management experience in transportation planning and operations; **or**

Bachelors Degree and a combination of five years successful management experience and five years transportation training and/or experience; **or**

Bachelors Degree and ten or more years successful management of a non-profit corporation or contracts thereof, and two years transportation training and/or experience; **or**

Bachelors Degree and ten or more years successful contract and/or project management experience in a non-profit corporation, with specific experience in the area of performance audits and fiscal monitoring and review, and two years transportation training and/or experience.

- Experience in writing policies and procedures
- Ability to, with very little supervision, direct a number of unrelated projects, effectively prioritize tasks for completion, make the most of limited resources, and respond quickly to constantly changing circumstances
- Excellent writing and group presentation skills
- Experience in grant writing
- Be familiar with Federal and State transportation programs and funding sources, and the concepts and practices of coordinated transportation/mobility management and universal access
- Demonstrated community outreach and organizing skills

- Demonstrated commitment to serving people and the community, ability to work and communicate effectively with individuals of diverse population groups
- Experience interacting with interest groups and stakeholders
- Experience negotiating, building consensus and collaborations desirable
- Contract and/or project management experience, particularly in the area of performance audits and fiscal monitoring and review
- Budgetary experience comparable to senior management experience in corporate budget preparation and line item allocation preparation. This includes experience in cost controlling, year-end cost projections, and managing deviations actual against expectation.

Compensation and Benefits

Salary range for this position is \$60,000 to \$75,000 annually. Health insurance reimbursement is provided up to \$500.00 per month.

Equal Opportunity Employment

Full Access and Coordinated Transportation, Inc. (FACT) is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, national origin, ancestry, sex, sexual orientation, pregnancy, religious beliefs, age, marital status, disability, medical condition or any other characteristic protected by state or federal law. Full Access and Coordinated Transportation, Inc. also makes reasonable accommodations for employees with disabilities, and strictly prohibits the unlawful harassment of any person. Each qualified applicant and employee is recruited, employed, evaluated and considered for promotion without regard to any protected characteristic as mentioned above.

Employment at Full Access and Coordinated Transportation is at-will, at the mutual consent of the employee and Full Access and Coordinated Transportation, Inc.

The eventual candidate will be asked to complete the FACT Background Investigation waiver available at www.factsd.org. Upon acceptance of a conditional offer of employment, that candidate must pass the Background Investigation.

If you are interested in being considered for the position of Executive Director, please feel free to send us your resume. The Deadline to apply is March 12, 2010.

Fax: 760-643-4081

Email: factsd@factsd.org

Mail:

Human Resources

Full Access and Coordinated Transportation, Inc.

410 S. Melrose Drive, Suite 207

Vista CA 92081