

## **Rail~Volution Position Description**

### **Program Director**

#### **About Rail~Volution**

Rail~Volution's mission is to serve as a catalyst for the movement to build livable communities with transit by inspiring people in communities and regions to make better transit and land-use decisions. We do this by partnering, equipping, and connecting people and institutions at all levels.

For the past 20 years, Rail~Volution has produced a state-of-the-art conference on building livable communities with transit. Based on its success, the organization has become a well-respected resource for public, private, and non-profit leaders interested in promoting transit, land-use, and transit oriented development. The organization has a new strategic plan to expand its reach and impact by building a learning network, information resource hub, and capacity building programs.

Rail~Volution is a growing organization headquartered in Minneapolis, Minnesota. Currently, there are 3 full-time staff and several consultants with ongoing roles. The Program Director will be the fourth full-time staff member, but we expect to hire another full-time employee before year-end. Rail~Volution is an equal opportunity employer and seeks applicants who will contribute to the diversity of its staff.

#### **Program Director Position**

The Program Director is a new position that reports to the Chief Executive Officer. The Director is charged with developing and implementing a new capacity building program focused on increasing the leadership capacity of people, organizations, and regions to promote, develop, and execute projects that build livable communities with transit. Working with a program committee and the CEO, the Director will oversee the development, implementation, and execution of the new program, including establishing the specific goals and strategies. This is an exciting opportunity for a self-motivated, entrepreneur with leadership skills and a passion for community improvement.

#### **Job Purpose**

The Program Director oversees the coordination and administration of all aspects of Rail~Volution's new capacity building program including planning, organizing, staffing, leading, and controlling program activities.

## Primary Duties and Responsibilities

The Program Director performs a wide range of duties including the following:

- Plan program strategy and manage the activities consistent with the vision, mission and the goals of the organization.
- Develop new initiatives to support the strategic direction of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop an annual budget and operating plan to support the program.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Develop funding proposals for the program to ensure program sustainability.

Organize the program

- Work with members of the National Steering Committee and Board of Directors to design, implement, and monitor program results.
- Identify specific program priorities and develop the criteria for making program resource allocation decisions.
- Identify different approaches to achieving the program goals and select the most promising strategies and organize pilot projects to test their effectiveness.
- Ensure that program activities operate within the policies and procedures of the organization.
- Develop a program evaluation framework.

Lead the program

- Engage volunteers for appropriate program activities and establish effective volunteer management practices
- Communicate with other stakeholders to gain community support for the program and to solicit input for improvement
- Coordinate program activities with other Rail~Volution program and activities, in particular identify opportunities for the program to enhance Rail~Volution's conference planning and communications initiatives.
- Establish an evaluation strategy to inform strategy and continuously improve the program.

Control the program

- Write reports on the program for the board and for funders.
- Communicate with funders as outlined in funding agreements.
- Ensure that the program operates within the approved budget.
- Monitor and approve all budgeted program expenditures.
- Manage all project funds according to established policies and procedures.
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Report evaluation findings to the CEO and recommend changes to enhance the program, as appropriate.

## Qualifications

### Education

- Bachelors Degree required, Masters Degree preferred.
- Relevant Degrees: planning, public administration, business administration, economic development, transportation, etc.

### Experience, knowledge, skills, abilities

- Minimum of 10 years of related experience.
- Program management/project development expertise.
- Knowledge of stakeholder groups and/or issues related to the program area.
- Critical thinking and problem solving skills.
- Excellent communications skills, both verbal and written.
- Relationship management and collaboration skills.
- Self-directed, self-starter with an entrepreneur spirit.
- Experience working across sectors.
- Fundraising.
- Committee coordination and support.

### Computers skills:

Working knowledge of the Microsoft Office including Word, Excel, PowerPoint and Outlook programs. Working knowledge for navigating and utilizing the Internet and experience using databases.

### Personal characteristics:

The Program Manager should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Stakeholder Needs: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.

- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Workplace**

- Works in a small office environment and will travel periodically

### **Compensation**

- Rail~Volution offers competitive compensation commensurate with experience.

### **How to Apply**

For more information call the Rail~Volution office at 612-486-5611. To apply, send resume and cover letter to Andrea Lewis at [andreal@railvoluton.org](mailto:andreal@railvoluton.org) by April 30.