

JOB TITLE: Chief Development Officer

Organization Name:	Davidson Transit Organization, Employment unit of WeGo Public Transit
Website:	https://www.wegotransit.com/
About Our Organization:	We are WeGo. It's not just our name. It's what we do. That forward-thinking movement is extended and enriched by branding that looks and feels the same no matter where it lives in our communities. The WeGo brand stands for a collaborative commitment to exceptional service, friendliness, integrity, and honesty as we connect riders to their community and one another.
Reports To:	Chief Executive Officer
Direct Reports:	
FLSA Status:	Exempt
Updated Date:	December 2022

Job Purpose

As an employee of the Davidson Transit Organization, the Chief Development Officer (CDO) reports directly to the Nashville Metropolitan Transit Authority (MTA) and Regional Transportation Authority (RTA) of Middle Tennessee's CEO and, in concert with the Board of Directors of both organizations, external stakeholders and the Senior Leadership Team, develops, guides and executes the Authority's strategic plans and direction. To accomplish this, the CDO will directly oversee the Planning, Service Development, Grants Management, Project Development/Project Management, Facilities, and Engineering/Construction functions.

Tasks

The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

- Serves as member of Senior Leadership Team
 - Meets regularly with CEO, CFO, CAO and COO and other senior leadership staff to develop and advance overall organizational strategy and policy.
 - Along with this senior leadership team, other key staff, and the Board of Directors; helps to establish long and short-term strategic goals and objectives for the Authority.
 - Assesses the current and projected environment for MTA/RTA services/projects and advises direction appropriately.
- Supervises Development Functions/Departments
 - Departments overseen by the CDO include: Planning and Grants Management; Facilities; Service Development; Project Development/Management; and Engineering/Construction.
 - Oversees any related externally contracted functions associated with these functions.
 - Assures that the duties, responsibilities and authority of each job and/or contracted function are clearly defined, effective, and communicated to incumbents/contractors.
 - Assures that qualified personnel are selected and that on-the-job training and workforce development programs are conducted and effective.
 - Develops backup and succession plans for management and other key personnel.

- Provides prompt and objective mentoring, counseling to direct reports as necessary. Assures that positive employee relations are maintained at all levels of the organization.
- Ensures that the company's management principles, policies and programs are clearly communicated internally and consistently implemented and applied.
- Aggregates work product and progress of various reports and departments to provide status reports to senior management, Board, the community and other stakeholders.
- **Directs Facilities Maintenance Functions**
 - Develops plans, budgets and projects assuring that all RTA and MTA facilities are maintained in a state of good repair.
 - Oversees custodial and buildings and grounds maintenance functions by both directly employed and contracted staff.
 - Assures that all facilities are maintained in a manner that projects a positive image for the RTA and MTA based on appearance and reliability of buildings and building systems.
 - Oversees any related externally contracted functions associated with these functions.
 - Identifies and develops facility upgrade and renovation projects through established transit asset management and capital investment plans.
 - Works closely with associated user departments (ie: Operations, Safety, Security, etc.) in developing comprehensive facilities management plans.
- **Leads Development Activities**
 - Directs the development and monitoring of strategic, service development, and capital investment, plans; and coordinates reporting of same to the CEO, Board of Directors and community.
 - Correlates broad organizational and departmental goals to strategies and initiatives designed to achieve those goals; and adjusts accordingly to changing conditions.
 - Identifies and exploits opportunities for innovation in service design and product delivery.
 - Assesses markets and opportunities for ridership growth.
 - Actively pursues partnerships with outside entities.
 - Actively engages various communities, stakeholder groups and customers in planning and design of Authority initiatives; and communicates findings to organization.
 - Participates actively in community activities/represents the organization to external stakeholders.
- **Oversees Represented Employees**
 - Oversees the supervision of employees represented by a collective bargaining agent. As such, is familiar with the provisions of the collective bargaining agreement.
 - Develops non-union management and supervisory staff in the proper administration of the collective bargaining agreement.
 - May serve to adjudicate employee grievances in accordance with provisions of the collective bargaining agreement.
 - Supports collective bargaining process through the development of bargaining proposals and participates in contract negotiations.
- **Manages Development Activities**
 - Supervises coordination between various agencies: MTA/RTA, Metro Public Works, TDOT, MPO, FTA in addition to others
 - Oversees project budgets and tracks procurement processes for special projects
 - Ensures that project schedules and budgets are met.
 - Advances collaborative projects with related entities to enhance the infrastructure around transit service, stops and stations such as enhanced pedestrian connections, upgraded stops and shelters, improved crossings, transit priority measures, etc.
- **Participates in annual budget and strategic planning process**
 - Develops and updates overall Capital Spending Plan, with input from all other departments.
 - Makes recommendation for departmental budget.
 - Monitors financial data to ensure department stays within budget, including Payroll, Project Costs, Training and Special Events.
- Collaboratively coordinates with other senior staff and departments in establishing and carrying out responsibilities.
- Perform other tasks as assigned by management.

Minimum Qualifications

Years of Experience	5 years senior management experience in a similar transportation, governmental or private sector entity, with oversight responsibility for strategic planning, marketing or capital projects and demonstrated proficiency in public engagement
Education	Bachelor's degree in business administration, planning, engineering, public administration, transportation or related field; Master's degree preferred
Additional Requirements	<ul style="list-style-type: none">• Respond to emergency situations (work early/staying late due to bad weather)• Experience with oversight of contracted consultants

Skills

- Ability to lead management and administrative staff.
- Maintain confidentiality.
- Political acumen/situational awareness to appropriately balance objective, data-based decision making with community concerns and considerations.
- Meet required deadlines and work under stressful situations.
- Problem-solving skills.
- Negotiation skills.
- Customer Service skills.
- Oral presentation skills.
- Time management skills.
- Excellent verbal and written communication skills.
- Work with little supervision.
- Maintain effective working relationships with all levels of employees.

Knowledge

- Computers and Software
- Office Equipment (printers/copy machines, fax machines, telephone systems)

Work Content

Davidson Transit Organization, Employment unit of WeGo Public Transit is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.

Physical Demands

The employee sometimes climbs, balances, stoops, kneels, crouches, and/or crawls.

The employee regularly stands, walks, sits, uses hands to finger handle, and/or feel, reaches with hands and arms, talks, and hears.

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts up to 10 pounds.

Visions

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The employee is rarely exposed to outdoor weather conditions.

To obtain more information or to submit a resume and cover letter, please contact Gregg Moser, Principal at K&A, at gmoser@kapartners.com

