

**EXECUTIVE DIRECTOR**  
**ALLIANCE FOR COMMUNITY CHOICE IN TRANSPORTATION**

Charlottesville, VA

*Posted: May 1, 2007*

Salary range: \$27,000 - \$35,000 plus benefits                      40 hr/week position

**Position Description**

The Alliance for Community Choice in Transportation (ACCT) is seeking a dynamic individual to take over the position of Executive Director. This is a 40 hr/week position, with benefits, based in Charlottesville, VA. The Executive Director is responsible for all aspects of the organization's management and growth.

The Alliance for Community Choice in Transportation is a non-profit organization that promotes balanced transportation choices and sustainable land use through education and advocacy in the Charlottesville-area. ACCT was formed in 2001 and has become a respected player in the local planning sphere. We are committed to a positive and solutions-oriented approach that emphasizes personal connections between individuals.

Over the past five years, we have launched a series of programs that have changed the way that Charlottesville approaches transportation and land-use planning. To learn more about our work, please visit [www.transportationchoice.org](http://www.transportationchoice.org).

**The Executive Director responsibilities include:**

**1. Executive Management**

- Manage finances, pay bills, keep books
- Staff supervision, hiring / firing
- Recruit and supervise volunteers and interns
- Prepare for and attend quarterly Board meetings and monthly committee meetings
- Keeps and maintains bylaws, registrations, and all legal documents related to ACCT

**2. Outreach and Coalition Building**

- Manage existing programs and develop future programs
- Monitor local press and agendas for relevant topics
- Write and send monthly ACCTion alerts, quarterly newsletters, and other mailings
- Correspond with partnering organizations and citizens
- Attend relevant public meetings, including Community Mobility Committee and Charlottesville Streetcar Task Force
- Participate in occasional outreach events (Clean Commute Day, Earth Day, etc)
- Make public statements at meetings; Serve as the primary spokesperson and public "face" of ACCT

*May 1, 2007*

- Manage the ACCT website and online calendar

### 3. Fundraising

- Write and manage grants
- Manage and develop membership campaign
- Coordinate all fundraising elements for ACCT, including direct appeals, events, and major donor requests
- Prepare and manage annual budget

### Qualifications

- Non-profit experience at the staff or board level
- Background in urban planning, community development, or transportation. **Experience in organizational management, capacity building and/or financial management is strongly preferred.** Three years working experience in one of these fields is ideal.
- Enthusiasm for ACCT's mission and experience walking, bicycling, taking transit, or carpooling (preferably in the Charlottesville-area).
- Excellent written, oral and facilitation skills
- Excellent relationship building and management skills with a wide variety of constituents
- Ability to implement programs and projects
- Ability to manage many projects at once.
- Self-starter and self-motivator
- Working knowledge of: Microsoft Office suite including Access, any design/layout program, Dreamweaver MX, and QuickBooks OR quick aptitude learning new computer programs
- Grant writing experience preferred
- Minimum of a Bachelor's degree

**Salary:** \$27,000 - \$35,000 per year, determined based on qualifications of candidate. Salary can change according to E.D.'s fundraising success.

**Benefits include:** 12.5 holidays, 1 day per month annual leave, health coverage by Southern Health, Inc, optional dental plan (with payroll deductions), long-term disability coverage, fitness club options, EAP.

### **Qualified applicants should send a resume and statement of intent to:**

Alia Anderson, Alliance for Community Choice in Transportation,  
P.O. Box 1582, Charlottesville, Virginia 22902  
or email [alia@transportationchoice.org](mailto:alia@transportationchoice.org) .

Anticipated start date: June 1 – 15<sup>th</sup>

**May 1, 2007**