



# EXECUTIVE DIRECTOR

Arizona Transit  
Association (AzTA)

**Desired Starting Salary Range:**  
\$100,000 - \$130,000 DOE/DOQ,  
with potential for annual bonus



The AzTA seeks a strong relationship-driven leader with demonstrated abilities to effectively:

- Champion and advocate for public transportation, equity, and sustainable mobility programs and services on a statewide basis.
- Work with the Executive Board to finalize and implement a refreshed Strategic Plan.
- Establish and strengthen relationships across the current membership, local & regional government agencies, NGOs, and partner agencies.
- Review and enhance AzTA's communications platforms, including website, social media, and public messaging.
- Ensure AzTA remains fiscally sound and operationally self-sustaining.

*Connecting Arizona's transit communities, one relationship at a time!*





# ABOUT THE ORGANIZATION

The Arizona Transit Association (AzTA) is a statewide 501(c)(6) nonprofit organization that advocates for, supports, and advances public transportation services across the State of Arizona. AzTA includes membership of nearly 400 organizations—including public transit providers, private sector consultant, vendors, and contractors, local/regional governments, community agencies, and regional planning entities to help advance transit initiatives statewide.

The Association is governed by a twenty-five-member Board of Directors selected from voting member organizations, each serving in three-year terms, with no term limitations. (AzTA's Bylaws designates 14-member organization Board Seats to representatives of the Arizona Department of Transportation, the Cities of Phoenix and Tucson, several regional systems, and several Greater Arizona representatives.) The Board of Directors selects the President, Vice President, and Secretary/Treasurer, who along with the Past President, serve as the Executive Board. Association Board meetings are held no less than quarterly but typically comprise five to seven Regular and Special meetings per year. AzTA's office is currently located in Chandler, Arizona, however that can change based on the selection of the successor Executive Director.

AzTA's Annual Budget is approximately \$550,000 and the Association is staffed by the Executive Director and Executive Assistant. The Executive Board evaluates the performance of the Executive Director at least annually and makes recommendations to the full Board on adjustments to pay or employee status.

## MISSION

Arizona Transit Association (AzTA) is a non-profit statewide organization dedicated to improving public transportation in all Arizona communities. AzTA's mission is to provide leadership in the funding, advocacy, and education for public transportation services throughout Arizona.

## STRATEGIC GOALS

- Support a permanent statewide transit funding source
- Prepare and promote a legislative program that supports AzTA membership at the local, state, and federal levels
- Provide proactive communications with members/partners and develop public educational materials to support AzTA's advocacy for transit funding and legislation
- Broaden both members and partners base by actively recruiting, and establishing collaborative opportunities to support AzTA's Mission
- Host, with partners, statewide forums that provide educational opportunities for members/partners, and broaden our outreach





## ABOUT THE JOB

AzTA's Executive Director is responsible for the day-to-day operation of the organization under the policy direction of the Executive Board. The Executive Director will design, develop, and implement upon approval of the Executive Board Association plans and programs involving communications, marketing, finance, legislative/advocacy, membership, public-private cooperations/partnerships, and education & training. The Executive Director also supervises the Association's Executive Assistant.

Additionally, the Executive Director serves on all Association Advisory Committees and performs the administrative and research functions necessary to accomplish the recommendations of the Committees and ensure implementation of such recommendations upon approval of the Association. Other functions include the coordination of the Association's Annual Transit Conference and AzTA's liaison with sponsoring stakeholder organizations in the Arizona Annual Rural Transportation Policy Summit/Conference.

A summary of the Executive Director's key responsibilities includes the following:

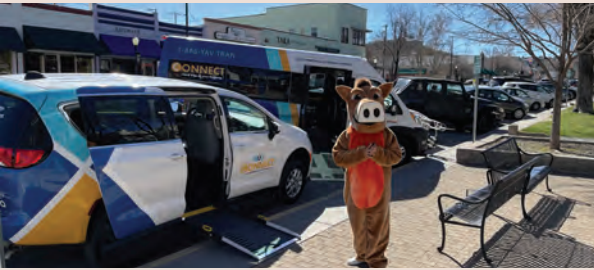
- Lead strategic planning processes to define/update AzTA's mission, vision, strategic goals, and annual objectives, track performance, report outcomes, and adjust direction as needed.
- Work closely with the Board of Directors, prepare materials, reports, and analyses to enable informed decision-making to ensure alignment between AzTA's operations and Board-approved policies and plans.
- Oversee day-to-day operations including staffing, program delivery, event management, and contracted services.
- Develop and manage budgets; ensure financial sustainability and transparency. Monitor financial reports; manage resources efficiently and in compliance with applicable regulations. Lead efforts in securing funding via grants, partnerships, sponsorships, and other revenue sources.
- Represent AzTA with government agencies, policy makers, and other external stakeholders at local, state, and federal levels. Leverage communications, media, and public outreach to elevate awareness of public transportation issues and AzTA's priorities. Develop collaborative partnerships to extend AzTA's reach and impact.
- Advocate for transit-friendly policies and legislation; manage and engage legislative lobbyist consultant.
- Maintain existing membership satisfaction and grow membership among transit operators, vendor partners, local/regional governments, NGOs, complementary organizations, etc. Oversee education, workshops, conferences, and training programs to support members' needs and build transit capacity throughout Arizona.

[Full Job Description](#)



# ANTICIPATED CHALLENGES & OPPORTUNITIES

- Advance a robust communications plan, including website, social media, and public messaging platforms that can be used by AzTA's membership in support of our mission.
- Establish and strengthen relationships with current membership and partner agencies; explore membership growth including possible operational partnerships; pursue enhanced member training/education programs.
- Work with the Executive Board to finalize and deploy a refreshed AzTA Strategic Plan.
- Ensure AzTA remains fiscally sound and operationally self-sustaining through the review of member fee structure; Regional Agency distributions; and fundraising activities.



## THE IDEAL CANDIDATE

The Arizona Transit Association seeks an enthusiastic, visionary, decisive, and personable leader with a passion for public transportation, equity, and sustainable mobility to become its next Executive Director. The ideal candidate will be a pragmatic person of high integrity with a demonstrated ability to build consensus with members and stakeholders to help achieve statewide transit goals and programs. The Executive Director is expected to build trusting and productive relationships with Board Members, the membership base, government agencies, nonprofit partners, and private sector stakeholders in support of the organization's mission. The selected individual will be a capable leader who understands the details associated with running a statewide association, embodies the vision for the organization, and is a visible champion of exceptional customer service desired by a membership-driven organization.

The selected candidate should possess strategic leadership and executive presence, with the ability to inspire, influence, collaborate, and both anticipate and navigate challenges in the support of organizational and statewide transit goals. The Executive Director should have a high degree of financial acumen, including grant application and administration, budgeting, financial reporting, and contract administration in support of the AzTA's fiscal health. A commitment to explore "outside the box" strategies to resolve organizational issues and challenges coupled with a continuous improvement mindset is desired. Experience in legislative/advocacy work is considered a plus.

Ideally, the Executive Director will have a high level of emotional intelligence and advanced interpersonal skills, coupled with a proactive, transparent, and collaborative management style as they manage multiple projects and initiatives on behalf of AzTA's membership. Lastly, the ideal candidate will have excellent written, verbal, and presentation skills and be able to clearly communicate with diverse audiences.

# EXPERIENCE & QUALIFICATIONS

## Required:

- Bachelor's degree (or equivalent experience) in a related field.
- Minimum of five years of progressive leadership experience, ideally in advocacy, public transportation, nonprofit, public policy, or governmental roles.
- AzTA may also consider any combination of education, experience and training which demonstrates the ability to perform the duties of the Executive Director.

## Preferred:

- Deep understanding of public transit systems; familiarity with local government operations, regional planning agencies, and transportation policy in Arizona and/or other states.
- Trade Association leadership experience.
- Advocacy and lobbying experience.



## SALARY & BENEFITS

- Desired starting salary range of \$100,000 - \$130,000 DOE/DOQ, with potential for annual bonus.
- Competitive benefits package.
- Flexible work environment.
- Commitment to professional development.
- Arizona residency required following appointment.

## HOW TO APPLY

Apply Here



For more information on this position, contact:

**Doug Thomas, Executive Vice President – Recruitment & Leadership Development**

[douglasthomas@governmentresource.com](mailto:douglasthomas@governmentresource.com) | 863-860-9314

*The Arizona Transit Association is an Equal Opportunity Employer. Applicants selected as finalists for this position will be subject to a comprehensive background check.*

## RESOURCES

