



Intelligent Transportation Society of America

Senior Director of Policy Programs and Engagement

Salary range: \$100,000 - \$115,000 + full benefits

Location: Washington D.C./Hybrid Schedule

FLSA classification: Full-time exempt

Reports to: Senior Vice President of Public Policy and Government Affairs

About ITS America

The [Intelligent Transportation Society of America](#) is the country's largest association that envisions a better future transformed by intelligent mobility that is safer, greener, and smarter for all. ITS America's broad membership includes public and private sector organizations including state and city departments of transportation, regional and local transportation and planning agencies, private companies providing ITS products and services, auto manufacturers and suppliers, research organizations, academic institutions, and industry associations.

Our mission is to advance the research and deployment of intelligent transportation technologies to save lives, improve mobility, increase accessibility and equity, promote sustainability, and improve efficiency and productivity:

- Convening leaders from the public sector, private companies, academia, and research organizations to create an environment that fosters innovation.
- Promoting a legislative and regulatory environment that supports investment in and the deployment of intelligent systems.
- Conducting research, educating stakeholders, and building awareness of advancements in smart transportation technologies.

ITS America offers full benefits, a flexible hybrid work environment, dynamic opportunities for coaching, mentoring, and development and is committed to diversity, equity, and inclusion. The organization offers a dynamic, innovative working environment that is team-oriented.

Position Summary

The **Senior Director of Policy and Stakeholder Engagement** directs and manages ITS America's 4 [Standing Advisory Committees](#), 11 Working Groups, and 3 Communities of Practice, serving as the staff lead and committee liaison to support ITS America's vision and policy priorities and drive member engagement.

The Senior Director of Policy Programs and Engagement helps to shape the vision and strategy of ITS America's policy and advocacy program to align with the organization's strategic plan. This position works closely with ITS America's Communications, Events, Technical Programs, and Membership Departments to ensure ITS America members, programs, and projects are integrated and supported. The Senior Director of Policy and Stakeholder Engagement will direct and manage ITS America's member-led Standing Advisory Committees, Working Groups, and Communities of Practice, and



coordinate with partners and consultants, to support ITS America's programmatic and strategic objectives. ITS America's Policy Engagement Specialist directly supports and reports to the Senior Director of Policy Programs and Engagement.

This position is an integral member of ITS America's Public Policy Team and offers unique opportunities to build relationships and network with thought leaders and experts from the transportation and technology sectors as well as an opportunity to work with passionate, mission-driven people in an innovative industry.

Primary Responsibilities

1. Standing Advisory Committee, Working Group, and Community of Practice Management (60%)

- Manage and guide standing advisory committee, working group, and community of practice chairs to create policy and advocacy priorities for ITS America to advance the strategic priorities of the organization, develop goals and identify planned deliverables, and manage progress on these items on an ongoing basis.
- Meet with chairs to solidify agendas and plan and prepare for meetings.
- Manage the development and execution of all communications with committees and committee members, including the development of agendas, meeting minutes, presentations, and meeting handouts.
- Identify committee chairs, vice chairs, and members interested in leadership positions. Engage members, identify gaps in committee expertise, and invite new members.
- Facilitate, moderate, and lead in-person and virtual meetings.
- Contribute to and manage the creation of high-quality committee deliverables, including reports, papers, and other written materials.
- Engage committee leadership in activities that foster collaboration of all the committees and working groups to ensure that work aligns and is not siloed.
- Meet and communicate regularly with the Public Policy Team staff to ensure the work of the committees supports the priorities of executive leadership, ITS America members, and the organization's programmatic and strategic priorities.

2. Internal Coordination, Engagement, and Communications (25%)

- Communicate regularly with members and internal staff to coordinate across committees and ensure staff and members are updated on progress and activities.
- Write regular summaries of committee activities and prepare information for the organization's annual report. Supervise and review communications to committees and members, including the monthly committee newsletter.
- Support the development of one pagers, memos, and fact sheets to support public policy and advocacy needs.
- Liaison with our Programs Department to ensure coordination with committees on contracts, grants, and special projects.
- Liaison with our Membership Department to support new member orientation and member prospect meetings.
- Liaison with our Events Department to support member webinars, conferences and expos, forums, and partner events.
- Liaison with our Communications Department to support members receiving timely information and to disseminate member information.



- Participate in Board of Directors meetings to keep them apprised of committee activity and to implement their feedback on committee direction.
- Participate in weekly Policy Team strategy meetings and help lead weekly member calls to keep members up to date, informed, and engaged.

3. External Engagement and Communications (10%)

- Manage relevant existing external relationships as needed and identify new opportunities for ITS America to collaborate with outside partners, both in coalition building and membership development.
- Speak on behalf of the organization at conferences, state chapter meetings, and other industry events as needed.
- Work with a broad-based coalition of businesses, nonprofits, state and local governments, and other organizations to promote ITS America priorities on issues affecting members.

4. Coaching, Growth, and Development (5%)

- Work with supervisor, mentor, and sponsor regularly to ensure career goals are developed and advanced, receive feedback on performance, and participate in training and development opportunities.
- Plan time for innovation, reading, brainstorming, and creative problem solving to support the organization and the position needs.

5. Other Duties as Assigned

Basic Qualifications

- Bachelor's degree or equivalent.
- 5+ years of professional experience or professional education working in committee administration, stakeholder engagement, program management, or law, policy, or communications strategy, or related work.
- Experience writing communications, fact sheets, memos, one-page documents, and other materials for external audiences in plain language, with ability to provide a writing sample upon request

Preferred Qualifications

- Master's degree or equivalent.
- Experience in committee administration, managing committees, and stakeholder engagement.
- Experience and understanding of transportation, transportation technology, future mobility trends, or other ITS-related topics.

Abilities

- Excellent organizational skills and ability to multi-task.
- Demonstrated ability to manage multiple projects of various sizes and consistently meet deadlines.



- Strong personnel management capabilities, including through engaging with clients or members and providing performance management and direction to subordinates.
- Excellent verbal and written communications skills with ability to research, collect data, analyze topics, and summarize information.
- Must be a self-starter, with a proven ability to work independently, and manage time and deadlines.
- Team player and collaborator.
- Proven skills in customer service, networking, building relationships, and stakeholder outreach and engagement.
- Ability to work with all levels of expertise, from entry-level professionals to corporate executives.
- Capable of digesting and quickly understanding complex topics. Ability to translate complex topics into plain language to make ideas easier to understand.
- Passion for transportation technology policy goals. Excited about future trends in policy, technology, transportation, environment, mobility, safety or other related issues.
- Proficiency in Microsoft Office Suite.

Travel Requirements

- Expected travel to national conferences and in-person forums several times a year not to exceed 10% of time.

Physical Demands

- Tasks involve some physical effort, including light to moderate standing and walking, frequent light lifting (up to 15lb.), and minimal dexterity in the use of fingers, limbs, or body in the operation of routine office equipment. Tasks may involve extended periods of time at a computer to perform the majority of the work.
- Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry and use other electronics and equipment routinely found in a professional office setting.
- Task requires:
 - Sound perception and discrimination
 - Visual perception and discrimination
 - Oral communications ability

Work Environment

ITS America has a hybrid work schedule. All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. This position is performed in a typical office environment where the noise level is usually quiet to moderate. Work may occasionally be performed in public setting or venue such as conferences or workshops where moderate to loud noise from multiple ongoing conversations and presentations may be simultaneously occurring. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. Safe use of equipment, as well as safe practices while on ITS America or Customer property is essential.



Disability Specification

ITS America will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments as well as other applicable local and state employment and disability laws. ITS America is an Equal Opportunity Employer (EOE)

Other Benefits

- Full benefits and 401k matching
- Paid holidays and paid time off
- Onboarding buddy
- Cell phone stipend
- Transportation stipend
- Onsite gym
- Monthly and quarterly team building events including happy hours and outings
- Semi-annual staff retreats
- Opportunities for career development and advancement
- Regular coaching and mentoring

ITS America is committed to creating a diverse work environment where everyone belongs and feels included. We are proud to be an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. All qualified applicants will receive consideration for employment.

Questions? Contact Timothy Drake, Senior Vice President of Public Policy and Government Affairs (tdrake@itsa.org)