

Intelligent Transportation Society of America

Position: Director, Technical Content and Writing

Corporate Location: Washington D.C./Hybrid Schedule

FLSA classification: Full-time exempt

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

Salary range: \$100,000 – \$115,000

Who We Are:

For more than 30 years, the Intelligent Transportation Society of America (ITS America) has been a leading nonprofit uniting government, industry, and academia to champion policies and investments that make our transportation systems safer, more innovative, and more efficient. We work with agencies and industry leaders to advance technology-driven solutions that improve how people and goods move—enhancing quality of life, supporting a thriving economy, and maintaining America’s global competitiveness.

Position Summary

The Director, Technical Content and Writing, will be a key part of the organization, working in tandem with the Policy Team and Technical Programs team to bring their proficient writing, research/analysis, and resource development capabilities to a variety of projects and deliverables focused on creating resources that help practitioners, policymakers, industry stakeholders and other audiences advance the deployment of transportation technologies. This position will focus on providing technical writing and research support encompassing a range of topics within ITS including, but not limited to, connected transportation and vehicle-to-everything (V2X) technologies, digital infrastructure, artificial intelligence, automated vehicles, and innovative mobility.

The Director, Technical Content and Writing, will create a variety of technical reports, white papers, best practice guides, lessons learned, one pager technology explainers and other written products and resources on transportation technologies and emerging trends; help manage the development of reports and other written products and resources by our committees, working groups, and communities of practice; ensure that reports, products, and resources are 508 compliant when required and leverage projects relevant to the mission of the organization.

Primary Responsibilities

1. (80%) Policy, Committee, and Technical Programs Support

- Coordinate with the Policy and Technical Programs teams to assist in the development of reports, products, and resources that support contract and committee work.
- Create clear and concise materials (reports, white papers, fact sheets, etc.) including editing and proofreading of content.

- Work closely with the Policy team to understand the priorities of ITS America's Committees, Working Groups, Task Forces, and Communities of Practice and when appropriate suggest the type of product that is best suited to the marketplace
- Support the drafting, editing, and finalization of deliverables for each group, in close coordination with the Senior Director, Policy Programs and Engagement.
- Attend committee meetings to understand deliverable goals, development, and timelines, and provide technical input to improve deliverable quality.
- Research and synthesize institutional and technical topics as it relates to state, regional, and local department of transportation processes.
- Analyze market trends and/or deployment-related considerations regarding technologies that may improve traffic safety, traffic flow, access, sustainability, etc.
- Develop summary and synthesis reports of current industry processes and current and future industry technology applicable to state and local governments and industry transportation operations' needs.
- Conduct literature reviews of current industry and technical reports to identify the strengths and weaknesses of existing and future technologies.
- Facilitate knowledge transfer amongst professionals at the local, state, and federal level to advance and promote priority programs or topics within ITS.
- Update and maintain a library of technical terminology and documentation.
- Revise or rewrite existing technical literature as needed and conduct outreach to ensure users understand newly developed material.
- Stay up to date with the latest trends and developments in the industry.
- Present various technical reports to internal staff and external clients and members, including at the Federal agency level.
- Provide expertise to guide and contribute to transportation policy-related efforts.
- Coordinate across departments to share materials and knowledge, in support of the organization's mission and activities.

2. (10%) Internal Engagement and Communications

- Work together with Communications team to ensure that materials developed are aligned with organization's branding and style guidelines and to assist in creating summary descriptions to aid in publication.
- Coordinate with the Senior Director, Policy Programs and Engagement and the Communications team to facilitate internal deliverable approvals and the dissemination of reports, products, and resources to members.
- Participate in weekly Technical Programs and Policy team strategy meetings.

3. (5%) Membership Support

Support membership department by seeking out all opportunities to engage current members and attract potential new members. For example:

- Participate in member/potential member meetings as requested.
- Serve as a technical resource to members where applicable.
- Engage members or potential members through projects when possible.
- Provide input into content of member outreach activities as requested.

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

- Work with supervisor, mentor, and sponsor regularly to ensure individual's career goals are developed, 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

Position Requirements

- Bachelor's degree required
- 5+ years of professional experience within the transportation sector
- High degree of proficiency in technical writing, research, and project development
- Writing samples required
- Ability to turn technical language into layman's terms, making complex topics accessible to a broader audience, including government officials.
- Ability to communicate effectively, both verbally and written, with a variety of audiences at differing levels of knowledge.
- Ability to effectively engage with the public and members through e-mail, videoconferencing, and face-to-face meetings

Preferred Qualifications

- Interest and experience with ITS technologies or concepts such as connected and automated vehicles, emerging technologies, innovative mobility, artificial intelligence, and digital infrastructure
- Knowledge and understanding of ITS
- Experience conducting stakeholder engagement and outreach activities
- An understanding of technology devices and ITS equipment
- Proven skills in customer service

Abilities

- Excellent organizational skills and ability to multi-task
- Effective communicator (both verbal and written)
- Must be a self-starter, with a proven ability to work independently, and manage time and deadlines

- Flexibility to work on both technical and administrative/logistical support for projects
- Ability to work with all levels of expertise, from entry-level professionals to corporate executives
- Proficient in Microsoft Office Suite products and applications
- Ability to learn and adapt on the job with a passion for learning
- Team player and collaborator

Travel Requirements

- Overnight, non-local travel up to 10% of the 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 most 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 settings or venues 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 medical, vision, dental benefits

- 401k matching
- Paid holidays and time off
- Cell phone and transportation stipends
- On-site gym
- Flex schedules
- 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 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.