

Intelligent Transportation Society of America

Position: Director, Policy Programs and Engagement

Corporate Location: Washington D.C./Hybrid Schedule

FLSA classification: Full-time exempt

Reports to: Vice President, Policy Programs and Engagement

Salary range: \$90,000 – \$100,000 + full benefits

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.

ITS America offers full benefits, a flexible hybrid work environment, and varied opportunities for coaching, mentoring, and development. We are a dynamic, innovative working environment focused on trust, accountability, and building a true sense of team.

Position Summary

The **Director of Policy Programs and Engagement** manages ITS America’s Standing Advisory Committees, Working Groups, and Communities of Practice. Reporting to the Vice President, Policy Programs and Engagement, this position is responsible for developing and executing committee strategies, guiding member engagement, facilitating collaboration across stakeholders, and ensuring committee activities advance ITS America’s policy, advocacy, and strategic priorities. The Director works closely with committee leadership, member organizations, government agencies, industry partners, and internal staff to develop committee work plans, manage deliverables, support policy initiatives, and drive meaningful member engagement.

The Director supervises and collaborates with the Policy Programs and Engagement Specialist to support committee operations, member engagement, deliverables, events, and communications. The Director coordinates with internal staff to bridge policy development and member engagement by integrating advocacy priorities into committee work and elevating committee expertise to inform ITS America’s policy positions and external engagement. The Director also contributes to the management and execution of federally funded programs and strategic projects, including stakeholder engagement, contract deliverables, and budget oversight.

The successful candidate will be a strong relationship builder, facilitator, project manager, and strategic thinker who can translate complex transportation technology and policy topics into actionable initiatives and member value.

Primary Responsibilities

1. (50%) STANDING ADVISORY COMMITTEE MANAGEMENT

- Serve as a staff lead for ITS America's Standing Advisory Committees, Working Groups, and Communities of Practice and serve as a key staff liaison to committee leaders and member volunteers.
- Guide committee leaders in developing annual priorities, work plans, deliverables, meeting agendas, and engagement strategies aligned with ITS America's mission and strategic goals.
- Plan and facilitate committee meetings, committee leadership meetings, workshops, and stakeholder discussions.
- Lead development of committee deliverables, including reports, white papers, guidance documents, policy recommendations, and other member resources.
- Develop strategies to foster collaboration across committee groups to advance organizational priorities and reduce duplication.
- Recruit and support committee group leaders and participants and identify opportunities to expand member engagement.
- Monitor industry trends, emerging technologies, and policy developments that may impact committee priorities.
- Coordinate with the Policy team to align committee activities with organizational priorities, policy goals, and relevant policy developments; translate policy priorities into committee workstreams; and elevate committee insights to inform advocacy, policy positions, and stakeholder engagement.
- Supervise and support the Policy Programs and Engagement Specialist.

2. (15%) INTERNAL COORDINATION, ENGAGEMENT, AND COMMUNICATIONS

- Oversee committee-related communications, including agendas, presentations, newsletters, member updates, summaries, reports, and other member-facing materials.
- Draft, edit, and oversee development of reports, white papers, policy recommendations, briefing materials, newsletters, fact sheets, executive summaries, presentations, and related communications.
- Ensure written products are clear, consistent, high quality, strategically aligned, and accessible to diverse audiences.
- Oversee the Program Specialist in managing the internal review and clearance process for written materials, ensuring appropriate internal coordination, including review, approval, and alignment before deliverable release.
- Facilitate coordination with the Communications team and contractors to ensure consistent messaging, timely information sharing, and alignment on deliverable design, release, and publication timelines.
- Coordinate with the Policy and Communications team on developing and implementing strategies to maximize the external reach and impact of deliverables.
- Coordinate with Membership team to help prospective and new members understand committee work and connect with relevant participation opportunities.

- Prepare committee updates and presentations for executive leadership and the Board of Directors.
- Participate in Board and Public Policy Team meetings, support member calls and stakeholder briefings, and incorporate feedback into committee priorities and engagement.

3. (25%) PROGRAM DELIVERY AND FEDERAL CONTRACT SUPPORT

- Support execution of contracts related to transportation digital infrastructure, including project planning, workplan development, stakeholder engagement, deliverable management, workshop development and facilitation, and performance tracking activities.
- Support stakeholder engagement workshops and provide meeting planning and facilitation support.
- Assist with management of federal contract budgets, including expenditure tracking, resource tracking, subcontractor coordination, contractor and project invoicing support, and monthly progress and financial reporting.
- Monitor project schedules, milestones, deliverables, and contract requirements to ensure successful project execution.
- Coordinate with federal clients, project partners, consultants, and subcontractors to advance project objectives.
- Support proposal development, contract modifications, contract reporting, and program growth initiatives.

4. (5%) EXTERNAL ENGAGEMENT AND REPRESENTATION

- Develop and maintain relationships with member organizations, industry partners, government agencies, research institutions, and coalition partners.
- Represent ITS America at conferences, workshops, webinars, and industry meetings.
- Support planning and facilitation of discussions and workshops and collaborate with stakeholders to advance ITS America's priorities.

5. (5%) PROFESSIONAL DEVELOPMENT AND OTHER DUTIES

- Engage in continuous learning and professional development opportunities.
- Work with supervisor and mentors to advance professional goals and leadership capabilities.
- Dedicate time to innovation, research, strategic thinking, and creative problem solving to support organizational growth and effectiveness.
- Other duties as assigned.

Position Requirements

- Bachelor's degree or equivalent experience.
- Five (5) or more years of professional experience in stakeholder engagement, committee administration, program management, public policy, communications, government affairs, transportation, or a related field.
- Demonstrated experience managing committees, working groups, advisory bodies, or multi-stakeholder initiatives.

- Strong writing and editing skills, including experience producing reports, fact sheets, memos, briefing materials, presentations, and member communications.
- Experience facilitating meetings, workshops, webinars, or stakeholder engagement activities.
- Experience supporting federal contract budget management, including financial tracking, subcontractor coordination, invoicing, and reporting.
- Proven ability to monitor project schedules, milestones, deliverables, and contract requirements to ensure timely and compliant project execution.
- Strong verbal communication, public speaking, and relationship management skills.
- Experience managing complex projects involving multiple stakeholders, deadlines, and competing priorities.

Preferred Qualifications

- Master's degree or equivalent advanced experience.
- Experience leading multi-stakeholder initiatives involving government, private industry, nonprofits, and research organizations.
- Experience managing U.S. Government-funded programs, contracts, grants, or cooperative agreements.
- Experience and understanding of transportation, transportation technology, future mobility trends, or other ITS-related topics.

Abilities

The successful candidate will demonstrate:

- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- The ability to translate complex technical or policy topics into clear, audience-friendly content.
- The ability to work with all levels of expertise, from entry-level to corporate executives.
- The ability to identify issues, develop solutions, and implement improvements.
- Strong facilitation and consensus-building skills.
- A positive attitude, and excellent teamwork and collaboration skills.
- Sound judgment, initiative, and attention to detail.
- Strong personnel management capabilities.
- A collaborative, service-oriented approach to member engagement.
- Enthusiasm for transportation technology, innovation, and public policy.

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 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.

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.

Questions? Contact Morgan Fincher, Vice President, Policy Programs and Engagement, (mfincher@itsa.org)