

Intelligent Transportation Society of America

Position: Policy Analyst

Corporate Location: Washington D.C./Hybrid Schedule

FLSA classification: Full-time exempt

Reports to: Director, Policy and Government Affairs

Salary range: \$70,000 – \$80,000 + 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 **Policy Analyst** is a key member of ITS America's Public Policy Team, reporting to and directly supporting the Director of Policy and Government Affairs. This position plays an important role in advancing the organization's legislative, regulatory, and industry advocacy priorities while helping shape the policy environment for transportation technology and digital infrastructure innovation.

The Policy Analyst supports the activities of the Public Policy Team across federal policy, regulatory, and industry engagement efforts. Responsibilities include conducting policy and legislative research, developing advocacy materials and strategic communications, monitoring policy developments, supporting member engagement activities, and contributing to the execution of ITS America's advocacy initiatives. The Policy Analyst works closely with ITS America members, government agencies, industry stakeholders, and internal staff to advance policies that enable safer, smarter, and more connected transportation systems.

This role offers a unique opportunity to work at the intersection of transportation, technology, and public policy while building relationships with leading experts from the public and private sectors. As an integral member of a collaborative and mission-driven team, the Policy Analyst will gain hands-on experience influencing policy outcomes, supporting industry thought leadership, and helping shape the future of intelligent transportation systems and digital infrastructure in the United States.

Primary Responsibilities

1. (50%) ADVOCACY

- Support the work of the Public Policy team including working with ITS America members to assist in the development of policy priorities at the federal level and coordinating Public Policy team activities internally.
- Assist in drafting communications and collateral materials for Congress, the Administration, regulatory agencies, ITS America members, and other stakeholders.
- Draft high-quality one-pagers, memos, and fact sheets to support internal Public Policy Team needs.
- Research and draft responses to regulatory actions and requests for information.
- Communicate regularly with members and internal staff to coordinate policy development and legislative and regulatory activities.
- Produce a weekly Policy Rundown Newsletter, identifying and communicating legislative, regulatory, and ITS America updates to the membership.
- Support member priorities through Congressional advocacy, including preparation for and participation in Congressional staff meetings.
- Attend and report on hearings, webinars, and other policy events.
- Work closely with the Membership Engagement and Operations team to ensure online advocacy materials are accurate and up to date.

2. (30%) POLICY RESEARCH

- Conduct legislative, regulatory, and other policy tracking and research particularly related to legislative and regulatory developments from the relevant Congressional Committees, the U.S. Department of Transportation, and other relevant Federal agencies.
- Research relevant policy issues and provide background information to inform policy development, regulatory response, and advocacy activities with Congress and federal agencies.

3. (10%) POLICY TEAM SUPPORT

- Participate in weekly Public Policy Team strategy meetings and support weekly Friday member update calls to keep members informed about the latest federal policy developments and ITS America activities.
- Tracking and memorializing internal and external meetings and events as needed.
- Meet and communicate regularly with Public Policy Team staff to support the work of senior management, ITS America members, and the organization's programmatic and strategic priorities.
- Support ITS America Board of Directors engagements and external events through PowerPoint presentation creation and other preparation materials.
- Support collaboration with ITS America Committees, Working Groups, and Communities of Practice to advance policy-related deliverables.

4. (10%) COACHING, GROWTH, DEVELOPMENT, AND OTHER DUTIES

- Work with supervisor, the Policy and Advocacy team, and organization leadership 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.
- Other duties as assigned.

Position Requirements

- Bachelor's degree or equivalent.
- 1+ years of professional experience working in policy, advocacy, public affairs, government relations, communications, or related work.
- Experience writing fact sheets, memos, one-page documents, and other materials for external audiences in plain language, with the ability to provide a writing sample upon request.
- Experience conducting policy, legislative, regulatory, market, or industry research.
- Experience supporting projects, programs, events, committees, working groups, or stakeholder engagement activities.
- Experience tracking and monitoring legislative, regulatory, or public policy developments.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications

- Prior professional experience with Congressional affairs, federal, state, or local government agencies, trade associations, public affairs firms, or public policy organizations.
- Knowledge of federal legislative and regulatory processes.
- Experience monitoring, analyzing, and summarizing legislative, regulatory, or public policy developments.
- Experience supporting advocacy campaigns, stakeholder engagement efforts, coalition activities, or member-driven organizations.
- Experience and understanding of transportation, transportation technology, mobility, digital infrastructure, connected and automated vehicles, smart communities, or related technology policy issues.
- Experience working directly with senior executives, member organizations, elected officials, or government staff.

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 Jim Broderick, Director, Policy and Government Affairs, at jbroderick@itsa.org.