ITS AMERICA

Intelligent Transportation Society of America

Position: Transportation Project Manager
Corporate Location: Washington D.C./Hybrid Schedule
FLSA classification: Full-time exempt
Reports to: Senior Vice President, Technical Programs and Strategic Partnerships
Salary range: $105,000 – $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.

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 **Transportation Project Manager** will be a key part of the Technical Programs department and work closely with other members of the team to provide support to a variety of projects focused on advancing the deployment of transportation technologies. This position will manage, lead, and support a variety of projects focused on advancing the research and deployment of intelligent transportation technologies such as Connected Transportation/Vehicle-to-Everything (V2X), Automated Vehicles, Artificial Intelligence, Digital Infrastructure, and Innovative Mobility.

The Transportation Project Manager position will also focus on the development of a variety of technical reports, white papers, fact sheets, trends analysis briefs, and other written products and resources in support of several federal contracts. This person will be expected to oversee the execution of project tasks and work with federal agencies, partner organizations, and other clients to conduct industry research and stakeholder engagement, convene and facilitate discussions with industry experts, provide capacity building and training support, lead/inform knowledge transfer efforts, identify emerging transportation trends, and develop resources on topics of interest to the industry.

Primary Responsibilities

1. **(85%) Project Management and Execution**
    - Serve as a technical lead and Principal Investigator for intelligent transportation and technology-related projects; areas of focus include V2X, Automated Vehicles, Artificial Intelligence, Digital Infrastructure, and Emerging Technologies.
    - Leverage experience and knowledge of transportation technology to shape project strategy, inform decision making, and provide quality assurance of deliverables.
    - Provide project management support and oversight on specific projects in coordination with the Senior Vice President for Technical Programs and Strategic Partnerships

- Guide the technical execution of awarded projects: Create project plans and execution strategies, delegate project tasks, and collaborate on their delivery.
- 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.
- Coordinate with federal clients, project partners, consultants, and subcontractors to advance project objectives.
- Support proposal development, contract modifications, and contract reporting
- Create clear and concise materials (reports, white papers, fact sheets, etc.) including editing and proofreading of content.
- 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.
- Analyze market trends and/or deployment-related considerations regarding technologies that may improve traffic safety, traffic flow, efficiency, etc.
- Develop educational materials and support delivery of training to practitioners on technologies or other topics of interest to industry stakeholders or clients.
- Facilitate knowledge transfer amongst professionals at the local, state, and federal level.
- Identify and convene industry experts/practitioners to discuss best practices, share lessons learned, and develop national frameworks for advancing technology.
- Present various technical reports to internal and external project members including at the Federal agency level.
- Lead/Conduct stakeholder engagement and outreach to industry stakeholders and experts to advance and promote priority programs or topics within ITS.

2. **(5%) Technical Guidance for relevant Policy/Committee work**
    - Provided expertise to guide and contribute to transportation policy-related efforts.
    - Serve as a technical expert to help guide programmatic efforts in coordination with Policy/Committee leadership.
    - Coordinate across departments to share materials and knowledge, in support of the organization's mission and activities.

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**
    - Collaborate with supervisor 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
- 7+ years of professional experience within the transportation sector
- Demonstrated ability to manage multiple projects of various sizes
- Experience guiding and executing a variety of transportation and technology-related projects
- 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, members, and clients 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
- Experience with meeting facilitation and public speaking
- Strong technical report writing skills
- Technical knowledge of transportation and/or ITS
- An understanding of technology devices and ITS equipment
- Proven skills in customer service
- Proven project management skills

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
- Strong facilitation and consensus-building skills.
- 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

- 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 Carlos Alban, Senior Vice President, Technical Programs and Strategic Partnerships (calban@itsa.org)