



## **GO ITHACA TRANSPORTATION DEMAND MANAGEMENT PROGRAM MANAGER**

GO ITHACA is seeking a Transportation Demand Management (TDM) Program Manager.

GO ITHACA is a non-profit organization that works to reduce vehicle miles traveled and greenhouse gas emissions from transportation, and reduce inequities and eliminate barriers to jobs and essential services by providing transportation support for underserved and underrepresented community members.

The position reports directly to the GO ITHACA Executive Director.

The duties of this position include, but may not be limited to:

- Providing hands-on implementation and management of our growing TDM program, under the guidance and direction of the Executive Director and TDM Program Advisory Committee;
- Undertaking systematic and regular outreach to downtown businesses, landlords, employees, and residents;
- Developing TDM plans, specifications, cost estimates and contract documents;
- Reviewing and evaluating TDM plans prepared by businesses and developers;
- Enrolling businesses, landlords, and individuals into the TDM program;
- Working on a TDM Policy for the City of Ithaca;
- Tracking and monitoring utilization, mode shifts, and other metrics;
- Providing reporting of the program on a regular basis, as dictated by the grants, the Executive Director and the Advisory Committee;
- Seeking out funding and engaging in development opportunities to further the work of the program;
- Providing direct supervision to the TDM Outreach Coordinator;
- Planning events and attending outreach events to promote the TDM program;
- Interacting and interfacing with other transportation providers;
- Interacting with civic officials from the County, City, and business community to help fulfill and meet the goals and mission of GO ITHACA.

The ideal TDM Program Manager possesses the following skills and attributes:

- Four (4) years of transportation and/or planning experience, preferably of which at least two (2) years are in a project management capacity, plus a Bachelor's degree or higher in planning, transportation, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job;
- Experience with transportation demand management (TDM) programs;
- Ability to develop and present recommendations for the improvement of established processes and practices;
- Experience using a customer relationship management software;
- A proven track record demonstrating strong interpersonal skills;
- Excellent organizational and communication skills;
- Commitment to putting equity, diversity, and inclusion at the forefront of their work;

- Ability to work effectively with other team members.

We understand that women and minority groups often do not apply for positions unless they feel as though they meet 100% of the job listing requirements. If you do not meet all of the skills and attributes listed, we still encourage you to apply.

The position of TDM Program Manager for GO ITHACA is a full-time, hybrid position (40 hours per week). Employees are expected to work from the GO ITHACA office in downtown Ithaca at least 2 days per week. Remote, with occasional travel to Ithaca, may be considered for the right candidate. This position is salaried, with a pay range between \$70,000-\$80,000 and includes full GO ITHACA benefits, including health care and dental coverage, paid time off, and a transportation package.

All new GO ITHACA employees must be fully vaccinated against COVID-19.

The position is currently funded for three years through the New York State Department of Conservation Climate Smart Communities Grant and the New York State Energy and Research Development Authority Electric Mobility Prize.

We are an equal opportunity and living wage employer and actively seek a diverse staff to serve our organization and community. For more information about GO ITHACA, visit [www.goithaca.org](http://www.goithaca.org).

To apply, please send a resume and cover letter in PDF format to [jane@goithaca.org](mailto:jane@goithaca.org). We will begin reviewing applications on March 17, 2023. Ideal start date for this position is April 10, 2023, with the ability to start remotely.

Interviewed candidates will be expected to provide three previous employer references.