



PRESIDENT & CHIEF EXECUTIVE OFFICER

OUR SEARCH FOR THE EXCEPTIONAL LEADER

As chief executive of COMTO, the incumbent is the “face” of the organization, leading by example and reinforcing COMTO’s brand and messaging to a diverse constituency. COMTO is a member-based association, and the CEO must develop and maintain strong relationships with the membership, communicating clearly and regularly to ensure full participation by the members, stemming from their appreciation of the benefits of membership. COMTO is also an organization with a 50-year history, steeped in the culture of the public transportation industry, and still operating under values and objectives that were established from its inception. Respect for that history and the institutional knowledge of those who have long served the organization is essential, and at the same time, COMTO is an evolving organization, adapting itself to changes in the industry and our surrounding society. Dynamic new ideas coming from new generations of members must also be cultivated, and the CEO must have an appreciation for diversity, equity, and inclusion among our membership as well as in the larger societal context.

COMTO’s national profile has been elevated in recent years as the organization has been sought after for its advice on diversity, equity, and inclusion; equal opportunity; promotion of small and disadvantaged business enterprises; and producing a level playing field for people of color in their many endeavors as employees and contractors to the nation’s transportation industry. The U.S. Presidential Transition Team again chose COMTO for this purpose, and COMTO’s most recent CEO was tapped to join the new administration at the Federal Aviation Administration. To be CEO of COMTO is more than a job; it is a platform that has been 50 years in the making, and for the right individual, it is a transformative opportunity for an industry and the millions of people who work within it.

What do we do to earn this influential role in public transportation?

- We work to ensure a level playing field for small, minority-owned businesses to secure contracts and grow to become even stronger partners to the industry.
- We advocate in every forum we can—from Capitol Hill to federal, state, and local agencies, to private-sector organizations to reinforce the values of diversity and fairness in business practices, regulations, and laws so that the notion of “equal opportunity” is available to all.

- We work through our 34 chapters across the country and in Canada to ensure the broadest participation and perspective in the national dialogue on race, equity, and many other issues of common interest to our members.
- We support and advocate for the placement of minority candidates in positions of leadership.
- We develop new talent and unlock the potential of younger members so that they may take their place in the next generation of leadership.
- We award scholarships and offer training to those who are seeking to better themselves or obtain credentials that increase their marketability and potential.
- We hold events such as the annual National Meeting and Training Conference and “Celebrating Women Who Move the Nation” to showcase the value of diversity and the relative contribution of women to our industry.

We are now seeking a new CEO to take the reins and leverage our role on the national stage to accomplish our mission, which is:

“To ensure opportunities and maximum participation in the transportation industry for minority individuals, veterans, people with disabilities and certified MWDBE businesses through leadership training, professional development, scholarship and internship funding, political advocacy, partnership building and networking opportunities.”

ABOUT COMTO

Founded in 1971, the Conference of Minority Transportation Officials (COMTO) was created to provide a forum for minority professionals in the transportation industry. COMTO is the nation’s leading multimodal advocacy organization for minority professionals and businesses in the transportation industry. COMTO is poised to approach its future in a strong position by taking into account the impacts of “social-justice” decisions and the support and sustainability of transportation options that are critical to the future health of Communities of Color; including workforce development for equal access and creative solutions for eliminating cultural and institutional barriers to jobs and opportunities; becoming fully engaged in all factors that contribute to or influence outcomes of minority inclusion into business successes; and increasing minority opportunities at the C-Suite and Board of Director levels.

COMTO has thirty-four (34) chapters throughout the United States and Canada. Members include individuals, transportation agencies, academic institutions, small, disadvantaged businesses and industry non-profits. From highways and roads to mass transit systems, from subways to rail systems, and from port authorities to airports, COMTO members represent every facet of the transportation industry. COMTO members are executive leaders who determine the direction of major transportation systems, the mechanics and operators who ensure the safe passage of millions of transportation riders every day as well as all individuals involved in every facet and at every level of our nation’s transportation industry.

COMTO's leadership includes the National Chair, the President and Chief Executive Officer, the Board of Directors, Board of Advisors, and COMTO's Council of Presidents, which is made up of the Presidents of COMTO's chapters.

JOB SUMMARY

The CEO has general administration and management oversight of the affairs of the organization under the direction of the Chair of the Board and the Board of Directors. The CEO is a full-time employee dedicated to managing the affairs of COMTO. This position provides strategic leadership and guidance and is responsible for the overall performance and organizational effectiveness of the COMTO organization.

The CEO provides information and advice to the Board of Directors regarding key strategic, policy and legislative issues and is accountable for implementing decisions made by the Board. The CEO establishes current and long-range strategic objectives; formulates plans and policies; and allocates resources for the achievement of these objectives working through a strong committee structure. The CEO fosters a collaborative, innovative and high-performing culture working with the Board of Directors and the Council of Presidents to reach all members of the organization. The CEO works with elected officials, state and federal agencies, public constituencies, non-governmental organizations and other external stakeholders to advance the organization's strategic plan and ensure the success of Board approved programs. The CEO actively participates in all COMTO annual meetings and those of the Board of Directors and the Executive Committee. The CEO works with the Secretary/Treasurer of the Board to manage all of the financial affairs of the organization. The CEO has fiduciary responsibility for the accuracy of all accounts related to fundraising activities and the payment of expenses. The CEO is also in charge of presenting and managing a balanced yearly budget, including the review and distribution of all accounting, audits and other financial reporting provided to the Board of Directors for review and approval.

The CEO handles the daily operations of the COMTO organization. The CEO is in charge of all of the property of COMTO and has full authority to hire, discipline, discharge and functionally realign staff in order to maximize productivity and the efficiency of the COMTO organization. On an as needed basis, the CEO may be assigned other duties deemed to be in the best interest of the COMTO organization.

The ideal candidate must have a proven track record of successfully managing a large, complex and diverse organization (management of an association or advocacy organization may be helpful) that provides exemplary customer service to members, affiliated organizations, collaborative partners and major stakeholders. This individual must have outstanding advocacy skills, strong financial management, communication, strategic planning, public relations, community relations, governmental relations and interpersonal skills. A transportation background is required, and an understanding of the federal legislative process is also preferred.

ESSENTIAL JOB DUTIES

- Provide leadership and direction for the organization that supports an environment of learning and growth, while planning for required critical knowledge, developing the skills and talent of a diverse group of professionals seeking technical, mid-management or C-Suite training and development.
- Provide information and support to the Board of Directors on strategic, policy and legislative issues. Work with the Board to address funding challenges, identify risks and opportunities and assist in developing viable solutions.
- Engage and respond to major corporate partners, major stakeholders, general membership (COMTO chapters) and other unique organizational partners to develop current and planned programs and services.
- Engage, build, develop, and support the COMTO chapters across the country as well as create new COMTO chapters.
- Exhibit proven leadership skills such as being a unifier; team builder and problem solver; and mentor, motivator and visionary.
- Provide transparency and insight into the organization's vision and mission, goals and objectives in order to implement programs, policies and services that create innovative partnerships that promote the future needs and goals of the COMTO organization.
- Assume full responsibility for providing organizational leadership and allocating resources in order to achieve mission, goals, strategic objectives and Board policies to provide the highest quality of customer service.
- Possess strong financial management and leadership skills and successfully manage a complex budget and identify areas for increased cost efficiency and communicate recommendations to the Board of Directors.
- Oversee and participate in the planning and execution of all COMTO conferences, trade shows, seminars, workshops and committee activities as appropriate.
- Oversee the planning and execution of COMTO's legislative advocacy program including the efforts of the organization's legislative committee and various coalitions.
- Oversee or develop a creative and vibrant marketing plan, advocacy program or member program that promotes, educates and stimulates discussion of new diversity approaches that members and other stakeholders can undertake for individual or organizational development.
- Maintain an approachable, open-door policy whereby employees and members feel comfortable interacting with the CEO. Create opportunities for members and employees to express new ideas and discuss their own personal thoughts/concerns about the future growth of the organization.
- Dedicate time and resources to build robust partnerships, alliances and groups that will allow for new ideas and strategic thinking that will benefit the future growth of the organization.

DESIRED QUALIFICATIONS

Experience

- Bachelor's degree in management, planning, public administration, or closely related field; Graduate degree preferred.
- Ten years of executive management experience, including seven years at an executive-level with supervisory, budgetary and management responsibility over multiple divisions and/or functional areas.
- Transportation industry experience is required.
- Experience working with both private and public/government/non-profit organizations is preferred.
- Proven track record in overseeing fund development program and execution of fundraising activities.
- Experience in managing large, diverse pool of volunteers.
- Experience in oversight or involvement with strategic plan development and execution.

Other Personal Qualities

- High level professional, mature, honest, even tempered, trusting confidant, charismatic and personable.
- Innovative, open minded, fair yet firm, credible, and non-partisan.
- Facilitator, negotiator, strategic thinker and consensus builder.
- Adaptable to change quickly and often.
- Inspiring, passionate about the transportation industry and diversity issues, energetic, strategic and a strong work ethic.
- Ability to work in a high intensity, fast-paced organizational environment.
- Results-oriented with a dedication to accuracy, efficiency and delivery of high-quality products.
- Excellent interpersonal communication, presentation and writing skills with the ability to respond to all requests in a timely and accurate manner.
- Strong presenter to diverse groups of people who can deal with adverse situations/circumstances and respond in a timely and accurate manner.
- Very knowledgeable of diversity, inclusion and equity interests.
- Strategic, open-minded communicator and critical thinker who is unwilling to let challenges prevent success, but rather looks at challenges as opportunities for success.
- Professional judgment including practical approaches, appropriate risk taking and political acumen to lead the future growth of the organization.

COMPENSATION

The annual salary will be based on the experience and qualifications of the final candidate. Benefits include medical, dental, life, vision, and long-term disability, a defined benefit retirement plan, holiday, vacation and sick leave.

HOURS OF WORK AND TRAVEL

Interested candidates should note that extensive travel is required as CEO's responsibilities. Additional work, outside normal work hours, in the evenings, weekends and holidays is required.

APPLICATION PROCESS

Persons interested in this job must submit a cover letter, salary preference and résumé to:

COMTO CEO Search
COMTO Board of Directors
comtoceo@comto.org