

# RHODE ISLAND PUBLIC TRANSIS AUTHORITY

## POSITION DESCRIPTION

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**Job Title:** Chief of Strategic Advancement

**Date:** January 2019

**Department:** Office of Strategic Advancement

**Reports to:** Chief Executive Officer

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### **Summary of Position:**

The position will serve as Chief of Strategic Advancement to the Chief Executive Officer. As such, duties include but are not limited to design and implementation of business strategies, plans and procedures, setting comprehensive goals for performance and growth; establish policies that promote company culture and vision; This position will represent the Chief Executive Officer as well as the organization's vision and objectives to government leaders, private sector partners, and community stakeholders. The position will effectively promote advancement through direct oversight of RIPTA's strategic planning initiatives.

### **Essential Duties and Responsibilities:**

Set strategy and vision.

Execution of advancement growth practices.

Increase ridership.

Building new partnerships. Strengthen and energize current state and community partnerships. Preserve relationships with various stakeholders.

Ensure compliance of capital expenditures and grants with strategic direction consistent with agency objectives.

Establishing and reporting key metrics and indicators for productivity, resolution of issues and satisfaction.

Other related duties as assigned.

The above duties and responsibilities do not intend to limit specific duties and responsibilities of any particular position, nor do they intend to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

Proven experience as Chief Officer or relevant role.

Outstanding organizational and leadership abilities.

Excellent interpersonal and public speaking skills.

Understanding of business functions such as HR, Finance, Planning and Operations.

Demonstrable competency in strategic planning and business development.

Working knowledge of data analysis and performance/operation metrics.

Working knowledge of IT/Business infrastructure and MS Office.

Aptitude in decision-making and problem solving.

**Experience:**

Graduation from a college of recognized standing with a Masters' Degree in Business Administration or relevant field. Considerable (10+ years) experience employed as a leader or manager in a large agency responsible for operations; extensive experience in writing policy documents; widespread experience and exposure to industry standards and services with emphasis on the development of transit advancement. OR: any combination of education and experience that shall be equivalent to the above education and experience.

**Independent Action:**

This position has a wide latitude to exercise initiative and independent judgment.

**Supervisory Responsibility:**

Planning

Marketing

Customer Service

Commuter Resources

Training