



Job Title: Executive Director

Organization: Delaware County Transportation Management Association (DCTMA)

Location: Media, PA (15 miles from Phila.)

Position Type: Full-Time, office and WFH hybrid position 2-3 days/wk

Start Date: April 2026

Job Summary

The Executive Director serves as the chief executive officer of DCTMA, responsible for the overall leadership, strategic direction, and operational management of the organization. This role involves working closely with the Board of Directors, staff and stakeholders to fulfill the organization's mission, implement policies, and achieve financial and operational goals. This position reports directly to the Board of Directors. DCTMA currently has a staff of 5 individuals and a budget ranging from \$500-\$750K.

This position requires a dynamic and strategic leader who is knowledgeable and passionate about advancing the organization's mission and capable of managing a wide array of responsibilities with competence and integrity. The ideal candidate will possess a multidisciplinary skill set and a commitment to fostering a collaborative and inclusive organizational culture. As a leader and professional within the transportation industry, the Executive Director must possess TDM-CP certification within one year of hire.

About DCTMA

The Delaware County Transportation Management Association (DCTMA) is a private, non-profit organization dedicated to improving the transportation network serving the county. The mission of the DCTMA is to provide a forum where employers; local, county, and state agencies; and transit authorities can cooperatively address transportation issues and coordinate cost-effective and efficient strategies. Through coordinated planning and

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Media PA 19063
P: 610-892-9440
F: 610-892-9460
www.dctma.org



cooperative efforts, the DCTMA helps to promote a cleaner, healthier environment, sustain the quality of life, and enhance the economic vitality of Delaware County.

The DCTMA was originally organized to help employers deal with the federally mandated Employee Trip Reduction Act, which stated that it was the employers' responsibility to deal with its employees' travel issues and concerns. This federal mandate may have gone away, but the issues with transportation concerns did not, including the need for congestion mitigation, increased availability of public transit, and the support and creation of livable communities.

DCTMA's programs and services encourage and facilitate the safe use of public transit, shuttle services, carpooling, vanpooling, bicycling and walking for all. Additional services include public transit travel training, bicycling and walking safety programs, assistance with electric vehicle charging infrastructure and fleets, bicycle and pedestrian infrastructure planning, grant assistance and more. Services are provided to county and local governments, the business community, federal, state and regional transportation agencies, schools, social service organizations and the general public.

Key Responsibilities

Leadership and Strategic Planning

- Develop and implement strategic plans that align with the organization's mission and goals and continuously evaluate and improve program effectiveness.
- Provide visionary leadership to the organization, fostering a culture of innovation and excellence.
- Act as a primary spokesperson for the organization, representing its mission and values to stakeholders, partners, and the public.

Board Relations

- Collaborate with the Board of Directors to develop strategic goals and policies and ensure governance best practices.
- Review and update Strategic Plan and By-Laws, as needed.

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DELAWARE COUNTY TRANSPORTATION
MANAGEMENT ASSOCIATION

- Provide regular updates to the Board on the organization's activities, financial status, and progress towards projects and programs at regularly scheduled Executive Committee and Board of Trustees meetings.
- Facilitate effective Board meetings (4x a year) and support Board development and engagement.
- Conduct Board and Officers elections and actively recruit and retain Board members.

Financial Management

- Oversee the development and management of the organization's budget and financial resources.
- Ensure the financial health and sustainability of the organization through sound fiscal management and fundraising strategies, primarily through grant writing (federal, state and private grants).
- Identify and pursue funding opportunities, including grants, donations, and partnerships.
- Oversee annual audit and non-profit filing status

Operational Management

- Ensure the organization's daily administrative and programmatic tasks, ensuring operation efficiency and compliance with multiple contracts.
- Oversee the development and implementation of programs, projects and services that align with the organization's mission, as identified in numerous Work Programs.
- Ensure compliance with legal, regulatory, and ethical standards.

Staff Management and Development

- Recruit, hire, and retain a talented and diverse team of professionals.
- Foster a positive and motivating work environment encouraging professional growth and development.
- Conduct annual performance evaluations and provide feedback to staff.
- Ensure compliance to all payroll and 401K compliances

Community Engagement and Advocacy

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- Advocate for the organization's mission and programs at local, state, regional and national levels.
- Build and maintain strong relationships with community leaders, partners, and stakeholders.
- Engage with the community to understand needs and develop responsive programs, including programs for member organizations.
- Actively recruit and retain member organizations.
- Serve as the public face of the organization, representing its mission to external stakeholders.

Skills

- Demonstrated leadership and management skills with a proven record of success in similar roles.
- Exceptional communication and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders (private and public sector, general public, state and local officials, etc.)
- Proficiency with Microsoft Word and Microsoft Excel required. Proficiency with various social media, SEO and web analytics are a plus.
- Proven record of successful grant writing and fundraising.
- Creativity and problem-solving abilities to navigate challenges.
- Ability to manage a diverse set of tasks simultaneously, prioritizing effectively to meet organizational goals.
- Knowledge of nonprofit human resources, financial management and governance.

Qualifications

- A strong dedication to the organization's mission and values.
- Bachelor's degree required (Master's degree preferred) in nonprofit management, business administration, or a related field. Candidate will commit to TDM-CP certification within one year of hire.
- Minimum of 10 years of experience in TDM planning or adjacent professional experience, preferably within a nonprofit organization.

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Compensation

DCTMA recognizes that our employees are our most important resource. A commitment to staff is reflected in our accompanying compensation package:

- Flexible work schedule options
- Hybrid work option
- Healthcare benefit allowance
- Retirement Plan with employer contribution ranging from 3% to 5%
- Paid leave (vacation, sick and personal)
- Paid holidays
- Employer paid professional development and industry conferences

Additional Information

- Applicants must have a valid driver's license, reliable personal vehicle and valid vehicle insurance to travel to meetings and conduct field work. Mileage reimbursement will be provided.
- Applicants must have the ability to work in Media, PA office 2-3 days per week (Monday – Friday) and have access to reliable internet and personal computer/laptop if participating in remote work program (maximum 2 days per week, Monday – Friday).
- This position may occasionally require attending meetings and/or events outside of typical work hours or on weekends.
- Applicants must be a United States citizen or permanently authorized to work in the United States on a full-time basis without the need for an employment-based visa sponsorship now or in the future.
- Applicants must be able to lift, carry and transport up to 25 pounds of materials (literature, promotional items, etc.).

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Equal Employment Opportunity Statement

Delaware County Transportation Management Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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