



Advancing women
Advancing transportation

Executive Director & CEO

Position Description

Updated: January 5, 2025

Position Description

Reporting to the Board of Directors, the Executive Director (ED) and CEO serves as the principal leader of WTS International, responsible for overseeing the organization's operations, strategic vision, and financial health. The ED/CEO is expected to work collaboratively with the Board of Directors, staff, and industry partners to achieve the WTS mission, vision and goals. The ED/CEO will ensure that WTS has the right structure, policies, and systems in place to carry out its mission effectively and efficiently. The successful candidate will establish and maintain sustainable, robust relationships with the Association and Foundation Boards of Directors, staff, Chapter leaders, corporate sponsor partners, and other partners. The role involves public speaking and interacting with prominent industry leaders.

The ED/CEO must be able to apply principles of logical and critical thinking to a wide range of intellectual and practical situations. Like any business manager, the ED/CEO is responsible for addressing a wide range of situations (large and small, strategic and tactical, simple and highly complex). This position requires highly developed interpersonal skills, including an ability to relate to and lead many individuals to advance the future growth and enhancement of WTS International.

Key Responsibilities

1. Strategic Leadership and Vision:

- In conjunction with the Board of Directors, develop, implement and enhance the organizational strategic plan, as well as monitoring and reporting on key performance indicators (KPIs) to the Board of Directors.

2. Organizational Management:

- Oversee staff (and other resources) recruitment, onboarding, coaching, training, development, performance reviews, and salary administration; provide leadership and direction for paid staff to ensure a high-performing and motivated team.
- Administer and manage all operations, including office operations and maintaining the records and documents of the organization.
- Manage, select and recommend vendors and consultants

3. Financial Management and Fundraising:

- Develop and manage the annual budget and financial reporting to the Board, holding all budget owners accountable for achieving budget objectives.
- Oversee fund development, planned giving and cultivating relationships with existing and potential sponsors and donors.

4. Board, Partner and Member Relations:

- Cultivate, engage and support the Board of Directors in their leadership and management of strategic initiatives and committee activities.
- Collaborate with the Board and Foundation
- Collaborate with the WTSI Board on initiatives to increase membership and increase the value proposition of a membership owned organization.
- Oversee the strategic relationship high level relationship with corporate, Industry and MOU Partners and their value proposition
- Oversee the strategic the relationship and communications with Chapters and Region Councils
- Consider modal expansion and organization growth

5. Program Development and Evaluation:

- Oversee WTS programming, effective management, budget and delivery of WTSI and WTSF programs and events.
 - TRB Reception
 - Annual Conference
 - Capital Summit
 - Signature Leadership Training
 - Chapter Leadership Summit
- Review effectiveness and productivity of events and identify opportunities to optimize, increase impact and profitability and reduce expenses

6. Advocacy and Public Relations:

- Strengthen and promote the WTS brand through marketing and public relations administration and acting as a spokesperson for the organization when and where appropriate.
- Define and execute communications plan

7. Organizational Compliance

- Financial filings and reporting of 990s
- Annual audits
- IRS compliance, state
- Insurance

Ideal Background Requirements

- Executive director or senior executive management position with regular Board interaction at a non-profit, corporate or public organization preferred
- 10-15 years organization management preferred
 - w/ association management and Board Relations (++)
- Bachelor's degree or advanced degree preferred
- Demonstrated fundraising experience

- Demonstrated financial management expertise
- Demonstrated public speaking experience
- Demonstrated event planning/execution experience
- Demonstrated market development/client relations expertise

WTS International offers a competitive salary (\$175,000-\$200,000) commensurate with experience.

WTS International is an equal opportunity employer and encourages applications from people of all backgrounds to apply.

CONTACT

This search is being conducted by Association Transitions. Those interested in applying should email a resume and a cover letter outlining specific qualifications related to this position profile by March 28, 2025 to:

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