

Transportation Specialist II (Remote)

STATUS: Full time, Exempt

POSITION OVERVIEW: As the Transportation Specialist, you will manage client initiatives in assigned markets for the suite of DATA's Transportation Demand Management (TDM) Program services, under the direction of the Director of Programs.

RESPONSIBILITIES:

- You will implement and manage client-related initiatives in assigned markets for the suite of DATA's Transportation Demand Management (TDM) Program services: carpool, vanpool, school pool, telework, Guaranteed Ride Home (GRH), Best Workplaces for Commuters (BWC), Plu\$50, and other approved TDM activities.
- Prospect for new business, generate and distribute leads to DATA's TDM Partners as appropriate, and fulfill service requests in assigned markets.
- Initiate and conduct personal visits to target prospects.
- Attend trade shows and/or host events to promote DATA's TDM Program suite of services.
- Prepare and conduct presentations for employer and employee groups, school groups and other organizations.
- Ensure quality customer service delivery of DATA's TDM Program products and services.
- Document and report client activities to meet performance goals.
- Ability to prepare monthly, quarterly and annual reports on program/grant activities.
- Enter and maintain client data and other information for existing or prospective clients into appropriate databases (ACT).
- Investigate and resolve client problems.
- Stay abreast of industry trends and practices and maintain awareness of market shifts.
- Train and work with employers and DATA's TDM Partners to advance utilization of TDM suite of services.
- Develop and maintain knowledge of successful transportation demand management techniques and actively recommends best practices to the Director of Programs and the President/CEO.

- Exercise discretion and independent judgment in carrying out duties and responsibilities.
- Assist in the preparation of monthly, quarterly and annual reports on program/grant activities.
- Perform quality work within deadlines with or without direct supervision.
- Perform additional duties as assigned.

QUALIFICATIONS: (Knowledge, Skills and Abilities)

- Working knowledge in areas of client relationship building.
- Persuasive negotiation skills with emphasis in securing new clients.
- Comfortable making cold calls.
- Strong interpersonal skills, good judgment and ability to communicate in a professional manner with diverse audiences.
- Proven problem analysis, resolution and analytical skills.
- Ability to:
 - prioritize and manage multiple projects/responsibilities while meeting stringent deadlines,
 - communicate effectively orally and in writing,
 - work outside of normal business hours as needed/directed,
 - supervise part-time employees,
 - work collaboratively and cooperatively.
- Strong organizational skills; detail oriented.
- Reliable, dependable, flexible and responsive.
- Familiarity with TDM services desirable.
- The ideal candidate will:
 - be self-motivated, thrive in a small team environment, and be willing to take on new challenges;
 - be flexible in approaching employers/clients and able to adapt to different circumstances to achieve results;
 - be highly organized and able to manage multiple tasks/employers at the same time; and
 - have excellent oral and written communication skills and be proficient in Microsoft Office and other technologies as necessary.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field.
- Ability to speak and write Spanish desirable.
- Three (3) to five (5) years of applicable experience.
- One (1) year of supervisory experience.
- Equivalent combination of applicable education and experience.

NECESSARY SPECIAL REQUIREMENTS:

- Virginia driver license and access to automobile or to substantially equivalent alternative transportation.
- This is a 95% remote work position. Applicant must be able to provide a suitable work situation to accomplish the requirements of the position.

COMPENSATION:

Paid sick leave and personal time off, matching 401 Plan, federal holidays, potential for healthcare subsidy, flexible scheduling will be considered, and salary will be determined on qualifications. Salary range - \$43,000 - \$60,000 annually.

TO APPLY:

Send resume and cover letter to dpickford@datatrans.org with the job title **Transportation Specialist II** in the email subject line.