



## TDM Program Manager

### Organization

Commute.org is a public agency that provides transportation demand management (TDM) programs and services to employers, residents, and commuters in San Mateo County. Commute.org works with local employers, property managers, community stakeholders, and transit agencies to provide programs that encourage solo drivers to use non-drive alone alternatives. Additionally, Commute.org manages over 20 “last mile” commuter shuttles that transport commuters between transit stations and their jobs or neighborhoods.

### Position Description

The TDM Program Manager is a full-time exempt position responsible for developing, promoting, and implementing programs that encourage the adoption of TDM programs and strategies by employers in San Mateo County. The TDM Program Manager is responsible for managing the agency’s employer engagement team who perform outreach, marketing, education, TDM consulting and compliance assistance with employers of all sizes and types.

The TDM Program Manager reports to the Executive Director, serves on the Commute.org management team, assists with strategic planning and budget development, and performs other agency administrative and management duties as required.

The position requires not only management of a small team, but also active participation in the delivery of programs to employers and partners throughout San Mateo County.

### Responsibilities

- Supervise team members, including evaluating staff performance and developing action plans to improve employee productivity
- Manage engagement with San Mateo County employers, property managers, member agencies and strategic partners to educate them about and promote the adoption of the full suite of Commute.org programs
- Engage with Employee Transportation Coordinators (ETCs) and property managers to promote commute alternatives and other TDM programs to their employees, contractors, and tenants
- Represent the agency with strategic partners from the public, private, and non-profit sectors
- Coordinate with other Commute.org teams in program delivery in a cross-functional manner
- Manage, review, and monitor Employer Programs budgets
- Establish effective work plans, set program goals, and measure progress toward objectives
- Collaborate with other teams in the delivery of integrated marketing and communications
- Oversee and/or manage contracts and relationships with consultants/vendors
- Participate in the development and delivery of agency events such as the Commuter Challenge, Annual Symposium and Bike to Work Day

## **Qualifications**

- Bachelor's degree from an accredited college or university
- Five or more years of relevant experience and at least one year of management experience
- Experience in transportation demand management, transportation planning, transportation operations, sustainability, and/or transportation advocacy is highly desirable
- Demonstrated experience in staff development with an interest in mentoring staff and fostering a collaborative and positive working environment
- Ability to present information in a professional manner in group or person-to-person settings
- Proven success working with cross-functional teams towards common goals
- Extensive experience with MS Office, CRM databases, and social media platforms
- Valid California Driver's License and proof of insurance

## **Salary/Benefits**

Annual salary range is \$93K-\$114K (DOE) plus excellent benefits including CalPERS (California Public Employees' Retirement System) health and retirement plans. The agency has a hybrid (remote/in-office) work environment with its primary office located in South San Francisco.

## **How to Apply**

Please submit a cover letter and resume by August 20, 2021, via email to: [alliance@commute.org](mailto:alliance@commute.org). You will be notified of your application status after the application period closes.