



**Job Description: August 6, 2026**

**Executive Director, Arkansas Transit Association (ATA)**

**Reports To:** Board of Directors

**Classification:** Fulltime, Exempt

**Location:** North Little Rock, Arkansas (Statewide travel is involved)

**Salary Range: \$120,000 - \$150,000** (Dependent upon experience)

## **Position Summary**

The Executive Director of the Arkansas Transit Association (ATA), serves the public transit community by providing strategic leadership, organizational management, legislative advocacy, member services, and statewide collaboration to advance safe, accessible, and effective public transportation throughout Arkansas.

Working under the direction of the Board of Directors, the Executive Director leads one of the largest statewide nonprofit transit associations in the nation providing education, technical assistance, workforce development, advocacy, safety programs, and operational support to nearly 250 member organizations, including urban and rural public transit systems, human service transportation providers, state agencies, and industry partners.

The Executive Director serves as the ATA's primary representative before state and federal agencies, elected officials, and industry organizations while ensuring the ATA remains financially sound, strategically focused, and responsive to the evolving needs of Arkansas' public transportation community.

This leadership role combines scheduled office time with remote work flexibility, while maintaining a strong in-person presence to foster collaboration, engage stakeholders, and lead the organization effectively.

Arkansas Transit Association's staff includes an Operations Director, Communications Coordinator, Safety and Training Director, and Workers' Comp Administrator.

## **Primary Responsibilities**

### **Executive Leadership**

- Provide visionary leadership consistent with the mission, strategic priorities, and policies established by the Board of Directors.
- Develop and implement annual work plans, organizational goals, and measurable performance objectives.
- Recommend strategic initiatives that strengthen public transportation throughout Arkansas.
- Foster a culture of collaboration, innovation, accountability, and exceptional member service.
- Keep the Board informed of emerging transportation issues, legislative developments, funding opportunities, and organizational performance.
- Support effective Board governance and strategic decision-making.

### **Association Management**

Direct all administrative and operational functions of ATA, including:

- Organizational planning
- Human resources
- Financial administration
- Technology
- Risk management
- Contract administration
- Vendor management
- Policy development
- Records management
- Compliance with nonprofit regulations
- Ensure efficient operations while maintaining the ATA's reputation for high-quality member service.

### **Financial Stewardship**

Provide sound financial leadership by:

- Preparing and administering the annual operating budget
- Monitoring revenues and expenditures
- Managing membership dues, training revenue, sponsorships, grants, and contracts
- Maintaining internal financial controls
- Coordinating annual audits and tax reporting
- Providing regular financial reports to the Board
- Developing long-term financial sustainability strategies



## **Membership Services and Member Engagement**

Maintain strong relationships with transit systems, community organizations, business members, and industry partners.

Lead initiatives that enhance value for ATA members by:

- Recruiting and retaining member organizations
- Strengthening member engagement
- Identifying member needs and emerging challenges
- Providing technical assistance and operational guidance
- Facilitating collaboration among rural, urban, nonprofit, and specialized transportation providers
- Expanding educational opportunities and networking events

## **Workforce Development and Training**

Provide executive oversight of ATA's nationally recognized passenger transportation training program and oversight of the Arkansas Public Transit Safety & Resource Center as the ATA's headquarters and statewide training facility.

Responsibilities include:

- Supporting development of statewide workforce training initiatives
- Ensuring training programs remain current with federal and state requirements
- Expanding professional development opportunities for transit professionals
- Supporting innovative training delivery through classroom, online, and on-site instruction
- Promoting workforce safety, regulatory compliance, and operational excellence

## **Technical Assistance**

Ensure ATA provides responsive technical assistance to members by:

- Monitoring regulatory developments
- Sharing industry best practices
- Assisting members with operational challenges
- Providing information regarding federal and state transit programs
- Supporting coordination among transportation providers
- Connecting members with appropriate resources and subject matter experts

## **Legislative and Government Relations**

Serve as the principal advocate for public transportation in Arkansas.



Responsibilities include:

- Developing legislative priorities in partnership with the Board
- Representing ATA before the Arkansas General Assembly
- Building productive relationships with legislators and elected officials
- Serving as liaison with the Arkansas Department of Transportation (ARDOT)
- Maintaining relationships with the Federal Transit Administration (FTA)
- Monitoring federal and state legislation affecting public transportation
- Coordinating advocacy efforts with member agencies
- Preparing testimony, policy recommendations, and legislative communications

### **Program Administration**

Ensure all programs operate efficiently, remain financially sustainable, and comply with applicable regulations.

Provide executive oversight for ATA programs, including but not limited to:

- FTA Drug & Alcohol Testing Consortium
- FMCSA Drug & Alcohol Testing Consortium
- Non-DOT Drug Testing Consortium
- Workers' Compensation Self-Insured Trust Fund
- Technical assistance initiatives
- Member service programs
- Safety and compliance initiatives

### **Conferences and Events**

Oversee conference planning, sponsorship development, exhibitor relations, educational programming, and event operations while working collaboratively with ARDOT, FTA, and industry partners.

Provide executive leadership for:

- Annual Arkansas Public Transportation Conference
- Board Meetings
- Membership Meetings
- Committee Meetings
- Educational workshops
- Leadership meetings
- Webinars
- Industry forums

### **Communications and Public Affairs**

Lead communication efforts by:

- Promoting the value of public transportation



- Strengthening public awareness of ATA's mission
- Supporting media relations
- Overseeing newsletters, publications, website content, and social media
- Communicating legislative and regulatory updates to members
- Building positive relationships with community partners and stakeholders

## **Partnership Development**

Identify opportunities that strengthen public transportation, workforce development, and member services throughout Arkansas.

Develop strategic partnerships with:

- Arkansas Department of Transportation
- Federal Transit Administration
- Transit agencies
- Metropolitan Planning Organizations
- State agencies
- Educational institutions
- Industry associations
- Private-sector partners
- Community organizations

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## **Minimum Qualifications**

- Bachelor's degree in Public Administration, Business, Transportation, Planning, Political Science, Communications, or equivalent work experience
- Progressively responsible leadership experience
- Demonstrated experience leading an organization, division, association, nonprofit, or public agency
- Experience working with governing boards
- Experience managing organizational budgets and financial operations
- Strong communication, facilitation, and public speaking skills
- Ability to establish productive relationships with diverse stakeholders
- Ability to travel throughout Arkansas and periodically nationwide

## **Preferred Qualifications**

- Experience in public transportation, association management, nonprofit leadership, or governmental affairs
- Familiarity with Federal Transit Administration and state transportation programs
- Legislative advocacy experience

## Knowledge, Skills, and Abilities

The successful candidate will demonstrate knowledge of and experience in:

### Executive Leadership

|                       |                            |                        |
|-----------------------|----------------------------|------------------------|
| Executive leadership  | Strategic planning         | Association management |
| Board governance      | Organizational development | Staff leadership       |
| Workforce development |                            |                        |

### Public Policy and External Relations

|                      |                         |                              |
|----------------------|-------------------------|------------------------------|
| Legislative advocacy | Government relations    | Public transportation policy |
| Member engagement    | Partnership development | Consensus building           |

### Business and Operational Management

|                      |                        |                     |
|----------------------|------------------------|---------------------|
| Financial management | Program administration | Contract management |
| Project management   | Problem solving        |                     |

### Communications

|                 |                 |                                            |
|-----------------|-----------------|--------------------------------------------|
| Public speaking | Media relations | Excellent written and verbal communication |
|-----------------|-----------------|--------------------------------------------|

### Work Environment & Travel

- Full-time exempt position
- Office located at the Arkansas Public Transit Safety & Resource Center in North Little Rock
- Frequent travel throughout Arkansas
- Periodic overnight and out-of-state travel
- Periodic evening and weekend meetings and events
- Work performed in office settings, training facilities, transit agencies, legislative offices, conferences, and public meeting venues