



DATE OF POSTING: February 14, 2018
DATE TO BE FILLED: Immediately
COMPANY: GVF
1012 West Eighth Ave., Suite A, King of Prussia, PA 19406
www.gvftma.com
POSITION: TDM Manager
SALARY: \$45,000 – 50,000 (based upon experience)
BENEFITS: Healthcare benefits, paid vacations, holidays, sick and personal days, short term disability insurance, 401(k) Employer Contributions, Continuing Education Program, Flextime, Business Mileage Reimbursement

In its 27th year, GVF is a not-for-profit organization that focuses on sustainable initiatives that improve the environment and create a healthier lifestyle. Recognized for its innovative leadership and as one of the “Best Workplaces for Commuters” for the past eight years, GVF has created a work environment that inspires its employees to be the best they can be. GVF has been recognized locally and nationally, with most recently as the 2016 Outstanding TMA throughout the country and internationally. GVF encourages our employees to participate in our internal committees, which focuses on community outreach, sustainability and health and wellness. GVF employees come together throughout the year to support those in need, as well as focuses on how our employees can improve the environment and their quality of life.

GVF educates commuters on Transportation Demand Management (or TDM) strategies, which are alternatives to driving alone to work and help to reduce congestion. GVF works with private and public-sector organizations to advocate and promote a healthy way of living. For more information, visit www.gvftma.com.

Job Overview

GVF is looking for a highly motivated professional to support the expanding needs of GVF and its foundation, [Communities in Motion](http://www.gvftma.com). The ideal candidate will be a self-starter with ability to understand priorities and fulfill project assignments from start to finish with minimal oversight. This individual will be able to work independently and within a team environment, plus be able to meet specific deadlines.

This is a full-time position is for a TDM Manager and will be approximately 40 hours per week. GVF is a small organization with six professionals on staff. Therefore, it is imperative the applicant have an “all-hands-on-deck” personality, a good sense of humor, and the willingness to do whatever needs to be done to make the organization successful.

The TDM Manager will be responsible for but not limited to:

- Maintaining healthy relationships with existing partners through project management and outreach, as well as business development with obtaining new partners and contracts
- Assist with the implementation of developing and promoting Travel Demand Management (TDM) strategies or programs to GVF partners, which provide alternative transportation options and improve traffic flow
- Assist with planning and implementing transit services for businesses and municipalities throughout GVF's service area
- Oversee coordination of coalition meetings and executing coalition goals among partners
- Oversee coordination of shuttle management services, as well as growing new shuttle opportunities
- Assisting with or overseeing grant writing and execution of grant applications
- Attending relevant stakeholder meetings on project updates, such as construction projects affecting GVF service area

Requirements:

- Bachelor's Degree in urban & regional planning, business, liberal arts, or related field. A Master's Degree in public administration, transit planning, or travel demand management is a plus. A combination of related education and experience may be considered.
- 3-5 years work experience
- Excellent oral and written communication skills
- Must be detailed oriented and able to meet deadlines
- Excellent project management and time management skills
- Experience in business development is a plus
- Creative and innovative
- Self-motivated
- Ability to multi-task proficiently
- Experience in Geographical Information Systems (GIS) is a plus
- Strong computer skills. Must be proficient in MS Word, Excel, PowerPoint
- Must have a driver's license and access to a vehicle for business use (mileage is reimbursed)

Send cover letter and resume to:

Maureen Farrell, Deputy Executive Director

mfarrell@gvftma.com