



## **TAG Houston Seeks Executive Director**

We are on the threshold of becoming the region's most important voice on transportation. The Houston area is poised for major social and economic growth. We have the state's most diverse multimodal transportation and expect an enormous increase in transportation funds to achieve more efficient and cohesive mobility. TAG will be a key player in offering guidance and solutions, with a strong emphasis on stakeholder inclusion. To meet these challenges, we are seeking a passionate, creative, and energetic Executive Director.

*Mustafa Tameez, Board Chair*

### **Who are we?**

TAG Houston is a membership based nonprofit organization committed to unifying the Houston region and advocating for adequate funding of transportation infrastructure.

[www.TagHouston.org](http://www.TagHouston.org)

TAG has advocated for transportation funding and policy issues for more than 10 years with a focus on bringing more funding to our region for better mobility and connectivity. We believe that infrastructure investment cultivates a better quality of life and provides the necessary backbone of our region's thriving economy.

TAG Houston's mission is directed by a working 12-member Board of Directors that is actively involved in all of TAG's initiatives. TAG staff and leadership work closely with leading transportation agencies, officials, industry experts and advocates to convene and build consensus on major policies and issues impacting transportation in the Houston region.

### **Position Description**

The ideal candidate must be a passionate, creative, and energetic leader who will:

- Lead, support, and inspire internal and external stakeholders towards building unity and consensus for key legislation and funding for mobility priorities
- Possess public policy experience, non-profit and transportation industry management expertise,
- Be a highly effective communicator with and networking skills, and existing positive relationships with Houston region government officials, transportation agencies and industry leaders.
- Have experience with membership recruitment and management.

## **Primary Responsibilities**

**Board Governance:** Work with the Board of Directors to achieve the organization's mission

- Responsible for leading TAG Houston in a manner that supports and guides the organization's mission as defined by the Board of Directors strategic plan
- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Oversee preparation and staffing for all Board and committee meetings

**Organization Mission and Strategy:** Work with the Board of Directors and staff to ensure that the mission is fulfilled through advocacy, events, programs, and member engagement.

- Responsible for initiating and leading the periodic strategic planning process to ensure that TAG Houston fulfills its mission
- Work with regional government officials to lead advocacy efforts on key legislation and other issues that impact the Houston region's transportation infrastructure
- Develop programs and events that support TAG Houston's mission
- Enhance TAG Houston's image by being active and visible while working with stakeholders
- Represent the organization in meetings with
  - Local, regional, and state elected officials and key staff
  - Regulatory officials and staff
  - Community leaders and groups
  - Public at large

**Financial Performance and Viability:** Develop resources to ensure the financial health of the organization

- Execute sound accounting and financial practices and effective fiscal management that works within the approved budget, maximizes resources, and maintains a positive financial position
- Manage organizational staff and consultants leading social media, communications, membership development, operations, and monthly financial statements, which accurately reflect the financial condition of the
- Work with TAG Houston's accountant to prepare annual audit and IRS filings

**Organization Operations:** Oversee and allocate all appropriate resources to ensure an efficient and well-run organization

- Responsible for the administrative operations of TAG Houston
- Responsible for the hiring and retention of staff and consultants
- Manage day-to-day activities of TAG Houston operations
- Responsible for signing all contracts and agreements on behalf of the organization
- Responsible for the oversight of staff and contract services.

### **Qualifications and Experience Requirements**

- Bachelor's degree required; advanced degree preferred
- Five or more years of senior nonprofit management experience, demonstrating strong organizational capabilities including planning and program implementation
- Government-relations experience in advocacy work and public-policy
- Strong knowledge of membership development
- Strong verbal and written communication skills
- Demonstrated ability to guide, support and collaborate with professional staff
- Budget management experience, including budget preparation, analysis, decision- making and reporting
- Record of success in generating new revenue streams and improving financial results
- Executive level skill in working with a Board of Directors

### **Compensation and Benefits**

**TAG Houston** offers full-time employees a competitive salary and a comprehensive benefits package. Salary is negotiable, based on experience and qualifications.

Interested candidates are invited to submit a resume and brief cover letter to:  
**[josyl1972@gmail.com](mailto:josyl1972@gmail.com)**

*TAG Houston is an equal opportunity employer*