

**Southwestern Pennsylvania
Corporation
President and Chief Executive Officer**



October 2019

POSITION SPECIFICATION

Position	President and Chief Executive Officer
Location	Pittsburgh, Pennsylvania
Reporting Relationship	Board of Directors
Website	www.spcregion.org

ORGANIZATION OVERVIEW

The Southwestern Pennsylvania Commission (the “SPC”) is the region’s forum for collaboration, planning, and public decision-making. As the official Metropolitan Planning Organization (the “MPO”) for the ten-county region that includes the City of Pittsburgh and the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland, the SPC is responsible for planning and prioritizing the use of all state and federal transportation funds allocated to the region. The Commission has the authority and responsibility to make decisions affecting the 10-county region and is pushing the region towards ensuring that its residents, businesses and visitors have a transportation network that ensures accessibility, mobility and one that is innovative, sustainable, and equitable for the foreseeable future.

The SPC acts as the cooperative forum for collaboration, planning and public decision making. The SPC develops public investment plans and programs, ensures that federal and state transportation requirements are being met and operates with other local partners with the support and trust of the public. Additionally, as the Local Development District and Economic Development District for Southwestern Pennsylvania, the SPC establishes and puts forth the regional economic development priorities and provides a wide range of local government assistance programs and public services to the region.

The Commission has 62 Commissioners representing the 10-county region and the City of Pittsburgh with one voting representative from each region that comprises of the Board of Directors. The Board typically meets every other month, on the last Monday of the month. Members serve multi-year terms and may be reappointed by their local jurisdictions. The chair and vice-chair, elected by voting members, serve two-year terms.

History of the Southwestern Pennsylvania Commission

The Southwest Pennsylvania Regional Planning Commission (SPRPC) was formed in 1962 and in 1974, the SPRPC was designated the region’s Metropolitan Planning Organization (MPO) by the Governor of Pennsylvania. Until 1992, the SPRPC affiliation included Allegheny, Armstrong, Beaver, Butler, Washington and Westmoreland counties, as well as the City of Pittsburgh. In 1992, the affiliation of the SPRPC together with the counties of Fayette, Greene and Indiana formed the Southwest Pennsylvania Regional Development Council (the Council), to act as the Local Development District (LDD). In 1999, the SPRPC and the Council joined together to establish the Southwestern Pennsylvania Commission, or SPC as it is presently known. In 2003, Lawrence County joined the SPC.

The Southwestern Pennsylvania Commission’s administrative arm is the Southwestern Pennsylvania Corporation, a non-profit 501(c)(3) organization. The Corporation accounts for all of the Commission’s funds, enters into contracts, and employs a staff to support the Commission’s work. Its operations are funded through a combination of federal and state planning grants, SPC member contributions, in-kind service contributions, and grants from private foundations to

support various transportation planning and economic development projects. The Corporation's resources are applied to the core functions including SPC's daily administrative operations and agency Work Programs.

The Corporation employs a professional staff to carry out the day-to-day work of the Commission. The staff represents an invaluable resource in a wide range of policy and program areas, with expertise in such specialties as transportation planning, strategic planning, economic development, financing, government contracting, exporting, Geographic Information Systems, and data management.

In 2019, the SPC published SmartMoves, a regional plan prepared with public input and support of the region's stakeholders. This plan supports the regional vision of Southwestern Pennsylvania and promotes a world class, safe and well-maintained integrated transportation system that provides mobility for all, enables resilient communities and supports a globally competitive economy.

The region's leaders recognize that the Southwestern Pennsylvania region is changing, the population is changing, the economy is changing, the environment is changing and technology is changing. As such, they see it as their duty and responsibility to make sure that the way the region operates and plans for the future ensures that the region is a better place for to live, work and play. More details on the SmartMoves plan, can be found at <https://spcregion.org/smartmoves.asp>.

PRESIDENT AND CHIEF EXECUTIVE OFFICER

The SPC is looking for a dynamic and innovative leader to serve as President and Chief Executive Officer (hereinafter referred to as "CEO") who will be responsible for leading, managing and staffing the corporation and all aspects of administration of the Commission. The CEO will oversee the development of all agency work plans and budgets as well as implement policies and programs set forth by the Board. Additionally, the CEO will publicly represent the SPC at the local, state and national levels including meeting with local businesses, government agencies, public interest groups, non-profit organizations, citizen groups and other stakeholders. As CEO, this position reports directly to the Corporation Board of Directors and serves the Commission as Executive Director.

The SPC is seeking a strong leader with a proven track record of:

- managing a multi-county regional planning organization or serving in a similar capacity
- managing a diverse workforce and stakeholders
- developing, setting, and executing short- and long-range organizational plans and visions
- working effectively with governance boards
- establishing and developing strong relationships with local, state and national government agencies, elected officials, private businesses, landowners and developers, residents and other community stakeholders
- managing external affairs and communication
- managing a complex organization and efficiently managing budgets and organizational resources

The ideal candidate must possess excellent relationship managements skills, be capable of managing a complex planning organization with a large presence that will have a direct impact on regional mobility and transportation, economic development, the environment, residential and commercial real estate development. The candidate must also be capable of rolling up their sleeves to manage staff and build, inspire and develop a regional plan that supports the regional growth that will occur in the future and strengthen both the transportation network and economic growth that Southwestern Pennsylvania is seeking.

CORE RESPONSIBILITIES

The CEO has responsibility for implementing the Board of Directors' policy goals and objectives, collaborating with the Board in further developing a vision and direction for the organization, overseeing the day-to-day administration and financial activities, and providing oversight and supervision of all operations at the SPC. With direct responsibility to the Board, the CEO is the liaison between Board and staff, the organization and outside stakeholders and interprets Board policies and ensures their application and implementation to achieve SPC's mission and goals. As the principal point of contact with the community, the CEO also serves as the organization's chief external affairs officer.

The CEO is responsible for ensuring that the SPC manages the financial resources received through earned income, philanthropy and government sources in an efficient and sustainable manner. The CEO is also responsible for achieving and maintaining the high-profile reputation of the SPC in the community that allows it to be a central and influential player in regional planning and development of transportation infrastructure and initiatives as well as a major driver of economic development.

The CEO must be a collaborator and consensus builder and capable of bringing stakeholders with differing points of view together to find common goals and a vision that advances the priorities of the region. The CEO must also ensure that the SPC leads and collaborates with other regional stakeholders on the development of quality transportation infrastructure services and systems as well as local and regional plans for construction, maintenance, and future development. The CEO must be a creative and innovative executive who is capable of thinking outside of the box and bringing proven approaches from other communities to the region and combining those successes with new approaches that will address challenges the community is facing.

The CEO will:

- Administer the agency's responsibilities as the federally designated metropolitan planning organization for transportation and economic development planning.
- Oversee the development of the agency's Unified Planning Work Program and budgets for transportation planning, the long-range transportation and development plan, short range Transportation Improvement Program and all other programs administered by the agency on behalf of state and federal governments.
- Monitor regional planning, development and business activity across the region to ensure that all activity is being done in a manner that is in the best interest of the advancement of the region.
- Advocate, when necessary, as to changes to transportation development plans or business activities that should be made to continue to advance the region's interests. These should balance business needs as well as environmental, economic development and mixed-use activity needs to take into account all aspects of smart growth and development.
- Serve as a hands-on community-based leader who can formulate, manage, and weigh in early to advocate for regional planning development and sustainability.
- Represent the SPC to all of the region's stakeholders including the business community, residents, elected officials, government agencies, other non-profits, foundations and all other stakeholders at the local, state and national levels.
- Coordinate with funding partners/sources, national organizations, and regional partnering organizations in the fulfillment of the agency's mission.
- Advocate, network, speak, present and provide other support to market the region and in turn garner backing from local and regional philanthropic organizations and the State for funding for regional growth as it relates to transportation and development.
- Be a visionary, team-oriented strategic leader with a strength in accountability and results orientation – the successful candidate demonstrates the ability to think long-term while inspiring, empowering and developing

- staff and volunteer leaders to collaboratively realize the organization's goals both in the short and long term.
- Serve as a consensus builder and collaborator who is also willing to think outside the box and challenge assumptions with diplomacy.
 - Maintain a positive image of the organization by exemplary professional behavior and relations with staff, Board, partners and the public.
 - Organize and conduct strategic planning and educational workshops for Commissioners, partners and the public.
 - Bring professional and practical life experiences with a commitment to and passion for sustainable growth and development transportation with a demonstrated passion and commitment for the SPC's mission.

Financial Resource Management

- Manage the financial resources of the organization in an efficient and economical way in which the organization provides the highest quality planning services to the region possible.
- Administer all agency budgets, procurements, reporting and fiscal controls.
- Advocate for local, state and federal funding for all on-going and future plans for the region.
- Work with elected officials at the state and federal levels to ensure that adequate funding is obtained and remains available to the SPC and the region for continued growth and development.
- Ensure that local, state and national grants that exist or arise are sought and obtained in order to advance various regional interest.
- Develop, cultivate and maintain relationships with local and national foundations and donors including new prospects as well as existing foundation and donors whose mission and goals align with sustainability, environment, transportation development, mobility, economic development, clean water and other areas which will future drive new and innovative approaches to tackle transportation and economic development challenges facing the region.
- Close grant and gift commitments successfully.
- Identify other alternative financial resources that may be available through public or public-private partnerships.

Communications, Public Relations and Community Awareness

- Serve as the organization's chief external affairs officer and primary spokesperson speaking and advocating publicly on behalf of the SPC.
- Oversee the development, review and release of all agency publications, reports and media communications.
- Effectively build and expand the awareness of the SPC brand in the greater Pittsburgh region as well as nationally.
- Proactively promote the region's achievements and keep stakeholder audiences aware of the SPC's impact on those achievements.
- Connect with the media as necessary to promote achievements and to advocate for issues that support the SPC's vision.
- Maintain ongoing contact, relationships and partnerships with other community organizations, agencies, partners and supporters of the SPC.
- Advocate on behalf of the region to ensure that any and all development and activities are in the best interest of the use, preservation and integrity of the community.
- Commitment to constant adaptation so that the SPC addresses the evolving needs of the community and issues affecting the region in order to offer strategies and solutions that are acceptable to and achieve buy-in from all stakeholders.
- Work to turn adversaries and detractors of the SPC's success into partners and champions of regional growth, sustainability and transportation development.

Board Relations

- Work with the Board to set goals and objectives that meet and exceed public expectations.
- In partnership with the SPC staff, manage and leverage the Board and its Commissioners to challenge their communities to think creatively about regional growth, development and integrated transportation networks.
- Carry out Board policies and directives by planning and implementing short- and long-range strategic plans that align with the organization's mission, goals and objectives, keeping the Board informed through regular reports, meetings and budgets.
- Regularly inform the Board and Commission of plans and program progress.

Staff and Administrative Management

- Recruit, select, orient, supervise, evaluate, mentor and manage staff and others as appropriate.
- Develop and maintain professional, as well as, technical staffing and professional consultancies in support of the agency.
- Build effective teams by providing guidance, coaching and performance evaluations of all directors and managers.
- In partnership with senior staff, develop and manage the annual budget.
- Establish and maintain fiscal accountability and planning, through preparation of budgets and forecasts.
- Manage and maintain financial systems.
- Actively engage with professional organizations and associations to further advance the interests of the SPC.
- Lead a complex organization with limited resources with a keen understanding of fiscal management, human resources and performance management systems, organizational structures, board governance, risk management, and governmental regulations.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

- At least 10 years of leadership experience in a multi-county regional organization with transportation planning responsibilities.
- Experience working with elected officials and professional/technical staff in development of transportation plans and other programs for urban, suburban and rural communities.
- Experience administering programs with federal, state and local funding.
- Record of innovative leadership in developing plans, policies and strategies.
- High integrity and transparent non-partisan leadership.
- Impeccable personal and professional ethics, integrity and standards.
- Entrepreneurial self-starter with a high level of energy who is capable of leading a complex organization with limited staff and resources.
- Exceptional interpersonal and communication skills that enable her/him to effectively engage the organization at all levels in key business initiatives and communicate effectively with a diverse contingent of stakeholders.
- Sound professional judgement, initiative and resourcefulness required.

- Excellence in relationship management with diverse audiences and an experienced and effective advocate.
- Ability to develop strong relationships with numerous audiences including transportation leaders, real estate developers, public officials, and the local community – from demonstrating the political savviness to working with government leaders and to offering care and dedication to the needs of community partners and their constituents.
- Ability to identify unique and creative alternative approaches to funding such as public-private partnerships.
- A transparent leader, a good listener and a proactive communicator, with a charismatic and energetic demeanor towards personal engagement.
- Ability to speak publicly to large and small audiences and to stakeholders of varying backgrounds.
- Strong, effective, professional manager and administrator.
- Natural inclination to lead change and implement action items.
- A collaborative leader who is confident and assertive in style, while being respectful of others.
- Contagious charisma, appropriate sense of humor, enthusiasm and authenticity are essential.
- Knowledge of the principles of financial management sufficient to direct professional internal and external resources to ensure the organization remains financially secure and that financial resources are appropriately allocated to the SPC’s projects and programs.
- Ability to think creatively and develop innovative approaches and ideas to meet challenges; generate suggestions for improving work and course correction when necessary.
- Well-developed management skills and the ability to delegate responsibility and authority yet remain hands-on with appropriate attention to detail.
- Successful team-building skills and knowledge in fostering high performing teams.
- The ability to travel and work evenings and weekends, as necessary.

PERSONAL ATTRIBUTES

- Have presence of mind and quick decision-making abilities.
- Must promote a positive atmosphere.
- Results orientated, delivering on-time with a proactive approach and an appropriate sense of urgency.
- Strong management and team building skills, which motivates employees and others and generates confidence and respect from all levels of the organization and outside stakeholders.

- Comfortable in a hands-on, strategic role.
- Ability to switch between environments and activities without losing speed.
- Ability to be able to fit into a dynamic, entrepreneurial environment.
- Long-term strategic view without losing the ability to act tactically.

EDUCATION

- Master's degree in urban/regional planning, civil engineering, public administration or related field is required
- At least 10 years of leadership experience in a multi-county regional organization with transportation planning responsibilities or in a leadership position of a similar type organization
- Professional certification, AICP membership preferred.

TO APPLY

To obtain more information or to apply, please send a cover letter and resume to Gregg Moser, Krauthamer & Associates at gmoser@kapartners.com.