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Apply to be Move Redmond's next Executive Director

Move Redmond announces a regional search for a creative, confident self-starter who can lead the next phase of growth of the non-profit. The organization offers the right candidate an exciting opportunity for community impact and professional growth in a fast-paced, public/private environment. The organization currently includes a seven-person board of directors and three professional employees.

Application Process:

- Position is open until filled; to be considered in the first round, applicants must apply by May 24, 2022 at 5:00pm.
- Please send resume and cover letter to askboard@moveredmond.org to ensure consideration. Position will be open until filled. No telephone calls please.
- People of color, women, LGBTQ people, and people with disabilities are encouraged to apply. Our organization strives to reflect the diversity of our community.

Job Description: Executive Director leads the organization by convening partners from public agencies, employers, community nonprofits and Move Redmond's members to achieve the mission of winning streets, trails, and transit that makes Redmond easier to reach from across the region and a more accessible and inclusive community.

Position responsibilities include but are not limited to:

- **Regional Coordination** — Assist public and private partners in developing shared objectives and maximizing the potential of the Move Redmond as a transportation and transit policy coordinator for the greater Redmond area. This includes representing and promoting Move Redmond and its goals in the community, and developing partnerships with key public and private stakeholders.

- **Policy Analysis** — Be knowledgeable on a wide range of transit and transportation issues and provide policy analysis and recommendations.
- **Fund Development** — Seek and apply for new grant funding; oversee membership dues structure; seek alternative sustainable funding sources.
- **Budgeting** — Work with board Treasurer to prepare, manage and report on organization financials and program budgets to board
- **Staff Leadership** — Effectively hire, lead, manage, and mentor staff. Encourage staff professional development through seminars, conferences, work groups, certifications, and so forth.

Desired Skills and Qualifications: The Move Redmond Board is seeking an eager and charismatic self-starter with an independent drive. Successful candidates will have at least 7 years' experience working in the public/private/non-profit sectors, and possess the following experience/skills:

- The collaborative leadership skills and relationships to work effectively and efficiently with top management in both the public and private sectors, and with elected officials
- Experience supporting an executive level board and volunteers including the ability to work with and coordinate program committees
- Knowledge of transportation demand management principles, commute trip reduction laws, and transportation choices is required. An understanding of the Puget Sound's transportation, parking, and transit issues is preferred.
- Program, budget, and staff management experience including managing multiple fund sources and grants

Salary and Benefits: Position is at a management level; salary range is \$80-100k annually, depending on level of experience. Compensation includes employer covered medical/dental/vision insurance; paid time off; holidays; retirement plan; annual transit pass. Flexible remote.

Equal Employment Opportunity: Move Redmond is an equal opportunity employer.