



Executive Director Services for the South West Transit Association

The South West Transit Association (SWTA) is a dynamic multi-state organization representing rural, urban, and tribal transit partners. Are you a passionate advocate for public transit with experience leading a trade association, who is ready to champion transformative solutions across the Southwest? If so, SWTA is seeking an energetic and inspiring Executive Director to drive our mission forward and shape the future of transit in our eight-state region. **Required Location:** Oklahoma, Texas, Arkansas, Colorado, Kansas, Louisiana, Arizona, and New Mexico (SWTA Nation*).

About the Position:

The Executive Director will lead execution of the SWTA strategic vision, management of all aspects of operations, and serve as its primary representative to members, partners, and stakeholders. This role involves close collaboration with the Board of Directors to set policy direction, develop and implement long-term strategies, oversee financial and administrative management, build organizational capacity, and ensure SWTA continues to deliver strong regional advocacy, legislative, educational, and membership programs.

The ideal candidate — whether an individual or a professional leading an association management firm — will be well-versed in all administrative aspects of running a non-profit trade association, including daily operations, financial oversight, convention planning, and annual reporting activities, and have experience in public transit, trade associations, or a related industry. The ideal candidate will also have a strong leadership and executive presence: ability to inspire, influence, and collaborate and must reside in one of the eight states of the SWTA Nation*.

Key Responsibilities:

Policy and Legislative Advocacy: Demonstrate strong legislative and policy acumen. Regularly engage with state and federal legislators to advocate for public transit, including funding, regulations, and other critical issues. A solid understanding of the upcoming Reauthorization Bill is essential for effective advocacy and navigation of the legislative landscape. Need to be able to influence and persuade both lawmakers and decision makers regarding transit regulations and funding.

Membership Growth & Engagement: Lead initiatives to recruit new members and maintain strong relationships with current members, inspiring others to join and support public transit.

Dynamic Communication: Serve as the primary spokesperson for SWTA, engaging directly with members, representatives from other associations, elected officials, the media, and the public to promote SWTA activities and initiatives.

Strategic Vision: Guide the development, periodic update, and implementation of SWTA's strategic plan to align with member needs and foster innovation and growth in the transit sector.

Financial Stewardship: Oversee association finances, prepare monthly financial statements, and ensure strict adherence to the adopted budget to support SWTA initiatives.

Leadership & Supervision: Supervise and motivate all association staff and/or contract personnel along with the SWTA Executive Committee, fostering a collaborative and professional environment.

Event Management: Plan and execute major association events, including the annual conference, expo, and board retreat, to create impactful member experiences.

Qualifications:

- Strong understanding of association business operations and administrative functions of running a trade association; including administration, finances, membership recruitment, convention planning, development, and legislative affairs. The association is powered by GrowthZone and QuickBooks, so experience in this software is also helpful.
- Deep understanding of public transit legislation, issues, advocacy, and the unique challenges faced by rural, urban, and tribal transit agencies.
- Exceptional communication and interpersonal skills for engaging diverse stakeholders.
- Passion for building collaboration and community engagement in the transit sector.
- Proven experience in leadership, strategic planning, and financial management, ideally within a non-profit or association environment.

Key Qualities & Attributes

- Integrity, professionalism, respectfulness, and a sense of shared mission.
- High capacity for multitasking, good judgment under pressure, adaptability in changing environments.
- Commitment to continuous improvement and innovation.
- Strong work ethic, visible leadership, accountability and commitment to professional development.
- Bachelor's degree (or equivalent experience) in a related field and a minimum of five years of progressive leadership experience, ideally in advocacy, public transportation, nonprofit, trade association, public policy, or governmental roles.
- OR, any combination of education, experience and training which demonstrates the ability to perform the duties of this position.

Physical & Other Requirements

- Ability to travel throughout the SWTA region and to national conferences, as needed.
- Some tasks may require lifting/moving up to 50 lbs (for event/material setup).
- Must be able to work under deadlines, in high-pressure situations and manage multiple priorities.
- Contract applicants or AMC's must be licensed, insured and/or bonded.

Benefits & Terms

- Flexible work environment
- Salary or contract commensurate with experience and education

If you are a visionary leader or qualified management firm committed to excellence and passionate about advancing transit solutions, we encourage you to submit your proposal or application. SWTA is an equal opportunity employer and values diversity in all its forms. Please send your resume and cover letter (or AMC proposal) to president@swta.org by January 15, 2026.