



Job Title: Mobility Manager

Department: Planning

Supervisor: Vice President, Planning

FLSA Status: Exempt

About the Downtown Austin Alliance:

The Downtown Austin Alliance is a nonprofit formed with the vision of enhancing, improving, and promoting Downtown Austin as an incredible place to live, work, and play. Through a broad range of programs, partnerships, and initiatives, we work to create, preserve, and enhance the value and vitality of our beloved downtown. Together with our Downtown Austin Alliance Foundation, we create an inclusive downtown culture for everyone through impactful projects and the management of Republic Square Park for our community to enjoy.

We're a team driven by our Core Values: Visionary, Passionate, Inclusive, Collaborative, Trusted & Impactful. If this sounds like you, we want to hear from you!

Job Summary:

The Downtown Austin Alliance is seeking an experienced transportation professional to help advance the organization's role as the leader and champion of innovative urban transportation solutions.

The Mobility Manager will provide strategic direction on mobility-related advocacy and policymaking, as well as contribute technical knowledge on a variety of transportation and infrastructure planning efforts. This role will lead some projects directly as project manager and will contribute as a part of a team on others.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. However, due to the nature of our work, occasional evening and weekend work may be required to meet deadlines or attend events. This position reports to the VP of Planning.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Manages complex multi-stakeholder mobility priorities (current priorities include a partnership with the Austin Transportation Department on the Austin Core Transportation (ACT) Plan; implementation of the Downtown Parking Strategy; and fostering Downtown's role in a comprehensive regional construction mitigation program).
- Works closely with public, private, and nonprofit partners to successfully execute projects.
- Builds supportive relationships with many stakeholders, including property owners, community and neighborhood groups, and nonprofit mobility entities, such as Movability.
- Develops proactive solutions and partnerships to address mobility challenges for downtown employees, with specific focus on storefront retail, live music and entertainment employees.
- Contributes mobility expertise to organizational priorities and partnerships, including I-35 Cap & Stitch, Land Development Code updates, Palm District Plan and Project Connect.
- Monitors and/or participates in local and regional mobility committees and working groups on behalf of the organization.
- Identifies and conducts project-specific research and analysis pertaining to mobility, working collaboratively with research, advocacy, and communication teams.
- Contributes to the organization's Place & Mobility and Economic Development Committees. Participates in other committees and task forces as needed.
- Assists in the development of work plans and annual budgets to support mobility initiatives.
- Prepares documents, reports, presentations, meeting notes, and other materials to support mobility, planning and economic development projects.
- Performs other related duties as required.

Required Skills/Abilities:

- Substantive knowledge in city transportation, community development, placemaking, and planning.
- Excellent time management and organizational skills.
- Strong analytical and problem-solving skills.
- Must be detail-oriented and able to demonstrate initiative and follow-up skills.
- Ability to express ideas and thoughts verbally and in written form.
- Able to work collaboratively and work independently with a high level of self-motivation to meet goals and deadlines.
- Capacity to handle multiple priorities in a fast-paced team environment.
- Ability to learn and apply new skills.
- Proficient in Microsoft Word and Excel.

Education and Experience:

- Bachelor's degree in Engineering, Transportation Planning, or related field and 5 -8 years of experience, or equivalent combination of education and experience.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Compensation & Benefits

Salary range **\$75,000 - \$101, 000** with bonus plan eligibility after the successful completion of annual goals.

- 401K non-elective contribution of 3% plus additional 2% employer match with employee elected contribution
- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 10 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend
- Commuter benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.