

Job Description RVA Rapid Transit Executive Director 2025

RVA Rapid Transit (<https://www.rvarapidtransit.org/>) current executive director's family is moving to a new country (and continent) for an exciting new stage of life, and we are looking for our next leader.

About RVA Rapid Transit (RVART)

RVA Rapid Transit was founded in 2013 as a grassroots movement emerging from Richmond Hill, led by early advocacy efforts of faith leaders and clergy from across the Richmond region. At the time, Richmond ranked 92nd out of the top 100 cities for access to jobs via public transportation. Early on, the “Ready to Ride” campaign galvanized regional support, culminating in the successful application for a TIGER Grant in 2014, which awarded \$39 million to fund the development of the GRTC Pulse bus rapid transit system. Over the years, the organization has achieved numerous milestones, including the extension of zero-fare transit in 2022 and the successful passage of HB285 in 2024, which streamlines the installation of bus shelters on state-maintained roads.

RVA Rapid Transit formally became a 501(c)(3) nonprofit in the fall of 2016, solidifying its mission to connect all people of the Richmond region by educating, organizing, and advocating for a first-class metro-wide rapid transit system.

Our Mission

At RVA Rapid Transit, we advocate, educate & organize for frequent and far-reaching public transit in the Richmond region through four key priorities:

- **More Buses, More Places**
Promoting greater frequency and expanded access to ensure transit connects more people to more destinations efficiently.
- **Dignified Places to Wait**
Championing the installation of shelters, benches, and other essential infrastructure to create safe, comfortable, and dignified spaces for riders along their commute.
- **Riders' Voices**
Elevating the perspectives of transit riders by ensuring their voices shape planning and decision-making processes.
- **Zero Fare**
Advocating to keep public transit free, removing financial barriers, and fostering

equity for all riders.

Through these efforts, we aim to create a robust, inclusive, and accessible transit system that serves and connects the entire Richmond region.

Job Description

Key Details

Job Title: Executive Director

Location: Richmond, Virginia (work is based remotely, but ED will attend frequent meetings with partners, board at locations around the Richmond region)

Reports To: Board of Directors

Employment Type: Full-Time

Position Summary

RVA Rapid Transit is seeking a visionary and strategic Executive Director to lead the organization through its next phase of growth and impact. The Executive Director will serve as the public face of the organization, manage all aspects of operations including managing a small staff, drive fundraising efforts, oversee program implementation, and lead advocacy efforts at the local and regional levels. This is an exciting opportunity for a dynamic leader passionate about transportation equity and community-driven change in Richmond.

Key Responsibilities

This position reports to the Board of Directors.

Leadership and Strategic Direction

- Provide overall leadership and vision for the organization in alignment with RVA Rapid Transit's mission and goals.
- Work closely with the Board of Directors to develop and implement multi-year strategic plans, and yearly implementation plans.
- Represent RVA Rapid Transit at public events, in the media, and with key stakeholders and partners.

Fundraising and Development

- Develop and execute a comprehensive fundraising strategy to grow and diversify revenue.
- Lead efforts in securing grants from foundations, government agencies, and corporate partners.
- Cultivate and steward relationships with individual donors and major gift prospects.
- Manage annual giving campaigns and donor communications.

- Develop earned revenue strategies where appropriate.

Financial Management and Operations

- Develop and manage the organization's annual budget in collaboration with the Board Treasurer.
- Deliver quarterly reports on financial status vs. budget to the Board.
- Oversee day-to-day financial operations, including reporting, bookkeeping, and compliance.
- Ensure responsible stewardship of organizational resources and transparency in financial practices.

Program Oversight and Implementation

- Supervise and support staff in delivering RVA Rapid Transit's core programs: <https://www.rvarapidtransit.org/mobility-university>
- Monitor and evaluate program effectiveness, ensuring alignment with strategic objectives.
- Identify opportunities to expand or enhance existing initiatives based on community needs and organizational capacity.
- Manage a small staff of passionate full-time and part-time employees and guide their professional development.

Advocacy and Community Engagement

- Serve as RVA Rapid Transit's lead advocate with local, regional, and state decision-makers.
- Build and maintain coalitions with community organizations, transportation agencies, policymakers, and grassroots stakeholders.
- Develop and communicate policy positions and advocacy priorities that reflect the voices of transit riders and underserved communities.
- Utilize many types of communication channels (digital and in-person) to achieve the mission.

Mission Expansion and Innovation

- Identify and pursue opportunities for expanding RVA Rapid Transit's mission and impact across the Richmond region.
- Stay informed of trends in transit, urban development, and nonprofit leadership to position the organization as a forward-thinking leader in the field.

Qualifications

- Proven leadership experience in a nonprofit or mission-driven organization, preferably a prior Executive Director or Senior Leadership position.
- Demonstrated success in fundraising, including grant writing and donor development.

- Strong financial management skills and experience with nonprofit budgeting.
- Passion for transportation equity, urban mobility, and/or community advocacy and experience with the communities who care about transit.
- A personal history and experience in the Richmond Region, and knowledge of the institutions and individuals who impact transit and/or transit-dependent communities in many ways.
- Excellent interpersonal, communication, and coalition-building skills.
- Ability to work collaboratively in a small team environment.
- Experience engaging with government entities, advocacy campaigns, or public policy is highly desirable.
- Bachelor's degree preferred or equivalent experience in community organizing, advocacy, or nonprofit leadership; advanced degree in nonprofit management, public policy, urban planning, or a related field is a plus.

Compensation and Benefits

- Salary range: Commensurate with experience and aligned with nonprofit budgets.
- Benefits include paid time off, flexible work arrangements, and professional development support.
- RVA Rapid Transit is committed to equity and encourages applications from candidates of diverse backgrounds and experiences.

How to Apply

To apply, please submit a resume and a ~1-2 page cover letter outlining your interest and qualifications to apply@rvarapidtransit.org by **September 30th**.