



Position Specification  
**Executive Director & Chief Executive Officer**

July 2025



## POSITION SPECIFICATION

<b>Position</b>	Executive Director & Chief Executive Officer
<b>Organization</b>	International Bridge, Tunnel & Turnpike Association (IBTTA)
<b>Location</b>	Washington, DC
<b>Reporting Relationship</b>	IBTTA Board of Directors
<b>Website</b>	<a href="https://www.ibtta.org/">https://www.ibtta.org/</a>

## SUMMARY

In 2025, the International Bridge, Tunnel & Turnpike Association (IBTTA) will appoint its next Executive Director & Chief Executive Officer (CEO). Reporting directly to the Board of Directors, the CEO will be responsible for the strategic leadership, management, and overall direction of IBTTA. The CEO will establish and execute strategic initiatives that align both internal and external stakeholders around common priorities and objectives.

This role is pivotal in shaping the future of IBTTA and the broader tolling and user fee based transportation industry. It presents an exciting opportunity for a dynamic and visionary leader to make a significant and lasting impact on the global transportation landscape.

## INTERNATIONAL BRIDGE, TUNNEL & TURNPIKE ASSOCIATION

The International Bridge, Tunnel & Turnpike Association (IBTTA) is the world's leading resource and advocate for safe, sustainable, and reliable mobility supported by tolling, pricing, and road-use charging. IBTTA members include the owners and operators of toll and priced facilities and the businesses that serve them. Founded in 1932, IBTTA has members in more than 20 countries on six continents. Through advocacy, thought leadership and education, members are implementing state-of-the-art, innovative user-based transportation financing solutions to address the critical infrastructure challenges of the 21st Century.

As part of its mission, IBTTA:

- Brings members together to share knowledge and ideas in a [professional community of interest](#);
- Delivers state-of-the-art industry education through a regular series of [meetings, webinars and special forums](#);
- Turns knowledge into action and results through [government relations and advocacy](#);
- Compiles the [latest data](#) on all aspects of toll operations and transportation infrastructure and finance;
- Hosts an extensive [resource library](#) with references to current industry research and analysis;
- Maintains and develops relationships with key media representatives who specialize in transportation and infrastructure finance.

IBTTA has a staff of 16 and an annual budget of \$8 Million.



## THE CANDIDATE

The Executive Director & Chief Executive Officer (CEO) reports to the 25-member IBTTA Board of Directors and provides visionary leadership and strategic direction to the organization, working closely with the Board of Directors, staff, members, and stakeholders to fulfill IBTTA's mission. This role involves overseeing all aspects of the association's operations, including membership services, advocacy, industry leadership, financial management, and staff development. The CEO will serve as the primary spokesperson for the organization and ensure that IBTTA remains a leading voice in the transportation sector.

## KEY RESPONSIBILITIES

As the highest-ranking staff executive, the CEO is primarily responsible for leading the association and making major decisions for the organization. Additionally, it is expected that the Executive Director & Chief Executive Officer will:

### ***Leadership & Strategic Planning***

- Implement the in-development 5-year comprehensive strategic plan in collaboration with the board of directors, staff and the membership to guide the association's growth, enhance its global influence, and ensure its long-term sustainability. The 2022-2024 strategic plan can be found [here](#).
- Provide leadership and direction to the senior management team and staff, fostering a culture of innovation, collaboration, and excellence.
- Serve as a thought leader within the tolling and transportation industries, identifying emerging trends and opportunities for IBTTA and its members to expand their influence and impact.
- Lead the development of the association's long- and short-term strategies.

### ***Advocacy and Representation***

- Act as the chief advocate and spokesperson for IBTTA, representing the organization's interests to governmental agencies, international bodies, industry stakeholders, other transportation-related associations, and the media.
- Build and maintain strong relationships with key stakeholders, including policymakers, transportation authorities, and industry partners, to advance IBTTA's advocacy objectives.

### ***Member Engagement***

- Oversee the development and delivery of high-quality services, programs, and events that meet the growing needs of IBTTA's diverse, international membership base.
- Drive membership growth and retention by enhancing member value, fostering engagement, and expanding the association's global reach.
- Engage and collaborate with the functional and standing committees of IBTTA.

### ***Financial Management***

- Ensure the financial health of the organization through sound fiscal management, including budgeting, financial reporting, and fundraising.
- Identify and pursue new revenue streams, including grants, sponsorships, and partnerships, to support the association's goals.
- Assess and minimize risks to the association.

### ***Governance & Board Relations***



- Work closely with the Board of Directors to ensure effective governance, transparency, and accountability.
- Provide regular updates to the Board on the organization's performance, strategic initiatives, progress on meeting annual objectives within the 5-year strategic plan, and industry developments.
- Facilitate effective communication and collaboration between the Board, staff, and members.

### **Operational Oversight**

- Oversee the day-to-day operations of IBTTA, ensuring that the organization's activities align with its mission, vision and strategic objectives.
- Lead the development and implementation of policies, procedures, and systems that promote operational efficiency and excellence.
- Foster a positive and inclusive workplace culture that attracts, retains, and develops top talent.
- Negotiate and/or approve agreements and contracts for the association.

### **DESIRED QUALIFICATIONS**

- 10+ years of experience in senior-level strategic or leadership roles in a membership-based organization, public / private transportation industry-related company, or nonprofit sector.
- Strong inspiring communicator and partnership builder.
- Proven track record of successfully leading and managing a complex organization, with experience in strategic planning, advocacy, financial management, and staff development.
- Deep understanding of the transportation sector, infrastructure sector, and public policy issues.
- Exceptional oral and written communication skills, with the ability to engage and inspire a wide range of audiences.
- Strong interpersonal skills and the ability to build and maintain relationships with diverse stakeholders, including government officials, industry leaders, association members and staff.
- Demonstrated experience in managing budgets, financial planning, resource development, setting a strategic vision, and executive leadership transitions.
- Demonstrated experience of managing and leading a team of 15+ reports.
- Unquestionable ethics and person of integrity.

### **COMPENSATION**

Estimated salary: \$375,000 - \$450,000. A competitive benefits package will be offered.

### **PROCEDURE FOR CANDIDACY**

IBTTA has retained Korn Ferry to assist the Board in this search. Screening will begin in July 2025 and continue until an appointment is made. Applications (including resume or CV and a cover letter addressing interest) should be submitted to [ibtta\\_ceo@kornferry.com](mailto:ibtta_ceo@kornferry.com).

Nominations and inquiries should be directed electronically to [brian.melroy@kornferry.com](mailto:brian.melroy@kornferry.com).



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