



Executive Leader Position

Jolley Trolley Transportation of Clearwater, Inc., a 501(c)(3) corporation, is searching for a talented executive experienced in the management of business operations to fill a critical position within our organization.

Ideal candidate is a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading a management team, and perpetuating a performance culture among a group of diverse and talented individuals. This position will work collaboratively with the

Board of Directors in facilitating strategic plan and long-term vision. Specifically, s/he will ensure that Jolley Trolley's financial reporting, operations, fundraising, marketing, human resources, technology, and programmatic strategies are effectively coordinated and implemented across all segments of the organization.

The candidate must be a leader who has a history of proven ability to deliver measurable, cost-effective results that make the vision a reality. Experience dealing with government entities and the transportation sector would expedite integration into the complexities of the business that is Jolley Trolley. Essential the selected executive demonstrate the skills, sensitivity, leadership and personal confidence to inspire evolution to increase the profile and productivity of the organization, and it is also critical that the team retain the creative spark that drives the Jolley Trolley's iconic value in the community.

This position description is NOT all inclusive as the responsibilities of the executive will evolve over time to meet the needs of the organization. The successful executive will build depth within the organization by working closely with the Director of Operations and other team members by guidance, delegation of tasks and migration of duties to the appropriate level of competence.

Position Description:

- Number one paid executive in the organization; reports directly to the Board of Directors
- Deliberate focus upon the coordination of absolute contract fulfillment (contract with PSTA being the number one priority of the organization)
- Charged with ensuring that all organization activities are in furtherance of its mission
- Watchdog of all compliance requirements in all regulatory agencies and contracts
- Proactive in developing, implementing, monitoring, and assessing the organization's programs (including their impact)

- Creating annual business plans specific to the organization’s unique needs
- Collaborate with the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with Jolley Trolley’s core mission, thus forecasting five year and ten-year strategic goals and creating strategic plan accordingly
- Focus upon and development of ways to increase revenues within the organization (while keeping PSTA contract the first priority of the organization)

The successful candidate will most likely have had management experience with a for-profit organization.

This is an organization driven by the values of its people, so experience in managing a “values-driven” organization will be highly prized.

Given Jolley Trolley’s 40+ years of history being embedded in the culture of this community and as an icon in North Pinellas County local candidates with community profile and engagement are preferred.

Key Responsibilities:

- Lead of organization, ensuring contract fulfillment (priority: PSTA contract)
- Ensure alignment with mission and compliance with regulations
- Develop, monitor, and assess programs
- Create annual business plans
- Collaborate with the Board on strategic planning
- Focus on revenue generation while maintaining PSTA contract

Key Qualifications:

Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.

- **Strategic Vision** and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; incorporate a succession plan into strategic planning and team building
- **Capacity Building**—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.

- **Leadership and Organization**—exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Action Oriented**—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- **General Management**—thorough understanding of and experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- **Solid educational background**— Minimum of Bachelor’s degree, preferably with an emphasis in finance or business management

Career History:

- Analytical and precise explanation of managerial accounting reports for Board/others
- Extensive experience in budgeting and forecasting
- Knowledge of Excel; working knowledge of Microsoft Office
- Strong reputation for building consensus
- Strong networking and collaboration skills within diverse groups to enhance community support for Jolley Trolley
- Availability to work a flexible schedule including evenings and weekends as this is a 7 day a week business. The Jolley Trolley administration support team is small but mighty and all are cross-trained. Since the team is small its leader must be hands-on and willing and able to fill any voids in the team
- Entrepreneurial spirit/owner’s mentality – position success determined by results to organization

Compensation:

Benefits include employer subsidized health insurance, 401k plan, voluntary benefits options including dental, STD & LTD, etc. Compensation will be set at an executive level commensurate with the qualifications and experience of the chosen candidate.

About Jolley Trolley:

Jolley Trolley is a 501C-3 non-profit transportation company located in Clearwater FL. Business founded in 1982 as a means to alleviate traffic congestion on Clearwater Beach. That remains our mission today, 41 years later. Our trolleys operate on Clearwater Beach 7 days a week, 365 days a year. In November of 2010 we expanded our service to include Dunedin, Palm Harbor and Tarpon Springs on Friday, Saturday and Sunday with expanded 7 day a week service. The Jolley Trolley provides the perfect transportation alternative to both tourists and residents, hence our slogan, "Leave Your Car Where You Are; Ride The Jolley Trolley."

The Jolley Trolley respects, values and welcomes diversity in our workplace. The candidate may perform other duties as assigned. He/she is expected to abide by and enforce the policies of The Jolley Trolley.

To Apply:

- Submit application form with resume (including employment history, education, and references) at www.clearwaterjolleytrolley.com/careers

OR

Scan here:



- Pre-employment checks include business, personal, and colleague references, plus background and credit checks.
- Drug-free workplace policy enforced.