



## TEXAS PORTS ASSOCIATION | Executive Director

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| <b>Job Title:</b>    | Executive Director      | <b>Job Category:</b>    | Administrative                                         |
| <b>Organization:</b> | Texas Ports Association | <b>HR Contact:</b>      | <a href="mailto:larry@portpa.com">larry@portpa.com</a> |
| <b>Location:</b>     | Austin, Texas           | <b>Travel Required:</b> | Yes                                                    |
| <b>Salary:</b>       | DOE                     | <b>Position Type:</b>   | Full-time, flexible                                    |

**Function:** Serves as administrative leader and chief lobbyist of the Texas Ports Association under the direction of the Board of Directors. The Executive Director has the full authority and responsibility for managing the organization and its programs, within the established guidelines. The Executive Director is also responsible for all administrative, program and advocacy responsibilities outlined below as well as all other duties, as required. This position serves to collaborate with and mobilize the voices of Texas ports.

### ROLE AND RESPONSIBILITIES

The overarching goal of this position is to develop and implement strategies to promote the mission of the Texas Ports Association and serve as the voice for TPA member ports.

Other responsibilities include:

- Develop and track metrics for annual business plan and budget;
- Recruit new associate members and retain existing members;
- Attend trade shows and conferences and engage in marketing activities on behalf of the association;
- Organize and manage TPA events such as conferences, seminars, annual meetings, etc.;
- Develop and maintain the website and all marketing and advertising materials for the association;
- Handle day-to-day administrative activities for the organization including paperwork, membership dues, event planning, marketing and advertising;
- Write and distribute op eds, press releases and other content related to member ports and the association;
- Coordinate with the state lobbyists who represent member ports and develop a plan of action for advocacy efforts;
- Develop and implement comprehensive government & public relations program that tracks the legislative priorities of the association and the success rate of advocacy efforts;

- Schedule and facilitate meetings with legislators, on behalf of Texas ports, on a regular basis;
- Respond to regulatory inquiries and testify at public hearings;
- Manage all state and federal compliance requirements for the association and all activities associated with lobbying efforts;
- Work with association members and Legislative Council to craft legislation that aligns with the TPA priorities;
- Provide a bi-weekly activity report to the Executive Committee.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s Degree from four-year college or university preferred.
- Five (5) years executive port experience (or comparable industry).
- Lobbying experience preferred (or equivalent experience working with the Texas Legislature or U.S. Congress).

**ADDITIONAL NOTES**

This position is flexible in nature but requires periodic reporting to the TPA membership. In order to track the impact of the Executive Director, a bi-weekly activity update will be required. This position can be held in addition to other legislative positions, if no conflict of interest exists, but a minimum of 25 hours per week must be spent on TPA activities.

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| <b>Last Updated By:</b> | L. Kelley | <b>Date:</b> | 10.14.21 |
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