

## Partnership Development Coordinator

Pittsburgh Regional Transit is seeking a Partnership Development Coordinator to be responsible for developing and executing strategies to build relationships with businesses and entities within Port Authority d/b/a/ Pittsburgh Regional transit's service area. This role entails actively listening to and responding to the needs and concerns of the business community, serving as the conduit between local businesses and PRT. Key responsibilities include identifying new partners, managing relevant pass programs, fostering relationships with the local business community, encouraging Transportation Demand Management, seeking and creating innovative funding partnerships, and representing PRT in the region. Qualifications include experience in partnership management, strong communication skills, and a commitment to PRT's mission and values.

### Essential Functions:

- Represent the PRT in the region to build brand awareness and foster relationships with potential partners and attend relevant events to engage with stakeholders.
- Serve as a liaison between local businesses and PRT, fostering collaboration and communication to address the needs and concerns of the local business community.
- Manage the partner pass programs including enrollment, contract renewal, and communication with current business partners to ensure satisfaction and retention.
- Work closely with PRT Finance division to coordinate management of partner accounts.

### Job requirements include:

- BA/BS degree business or public administration from an accredited school. Related experience may substitute for education on a year-for-year basis.
- Minimum of five (5) years of progressive experience in community, government, or business relations.
- Must be organized, accountable, and metrics-oriented.
- Strong analytical skills and attention to detail.
- Strong decision-making and innovative problem-solving skills.
- Experience meeting deadlines and the ability to manage multiple complex projects simultaneously.
- Excellent collaboration skills with both internal staff and external clients.
- Strong interpersonal skills with the ability to communicate with diverse communities and leaders.

### Preferred attributes:

- Demonstrated success in cultivating and maintaining relationships with corporate partners and driving revenue growth.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)

EOE