

JOB OPENING



Associate Director | NACTO's Global Designing Cities Initiative

Job title: Associate Director

Start date: Early 2019

Salary: Commensurate with experience

Location: New York City

The National Association of City Transportation Officials (NACTO) is seeking an Associate Director for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. The Associate Director will work directly with the Director to manage staff, develop and advance strategic initiatives and other crosscutting projects, and support funder relations and reporting. We're looking for candidates with exceptional program management skills, experience managing teams, an interest in urban research, and a passion for great cities. Knowledge of transportation planning/urban design tools and approaches, as well as international experience, preferred.

Who we are

The [National Association of City Transportation Officials](#) (NACTO) is a 501(c)(3) non-profit association that represents large cities on transportation issues of local, regional, and national significance. The [Global Designing Cities Initiative](#) (GDCI) is a program of [NACTO](#). Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practice captured in the [Global Street Design Guide](#) (GSDG) and the technical assistance provided to multiple international cities.

What you'll do

The Associate Director will play a key leadership role, helping to manage a dynamic team of urban planners, designers, and grant staff. They will support and/or lead activities to ensure the team's programs run smoothly and that the team delivers on research and other crosscutting projects. Based in New York City, the Associate Director will be responsible for the following:

- **Providing program support:** Support and empower program managers to deliver on their city technical assistance work, including providing input on workplans, reviewing deliverables, supporting strategic planning, general troubleshooting, and conducting research and advising on new projects or program areas. This includes travel to international cities to support program work and present GDCI's projects.
- **Delivering research projects:** Work with the program team and Director to deliver on research projects, including providing project oversight, giving constructive feedback on draft deliverables, facilitating working sessions, pulling in outside support when needed, editing and developing written content, and other related tasks.
- **Developing and advancing crosscutting initiatives:** Work with the Director and managers to identify and advance priority crosscutting initiatives, including developing or providing oversight on strategic communications activities (op-

eds, webinars, blogposts, and newsletters), developing materials and curricula for trainings and workshops, shaping city policies, responding to partnership requests, and other similar activities.

- **Overseeing financial and narrative reporting to funders:** Work with the Grants Manager, Director of Finance, and program staff to ensure financial and narrative reports are submitted on time and meet all funder requirements. Develop new program budgets and proposals and identify opportunities for fundraising.
- **Supporting operational and organizational management:** Set agendas and facilitate monthly team meetings. Identify opportunities for professional development and skills building and devise approaches for staff advancement. Liaise with the NACTO national team to streamline processes and protocols.

Who you are

For this position, NACTO-GDCI is looking for a highly collaborative individual with exceptional project and staff management skills. The Associate Director must be highly self-directed and comfortable working with a diverse international team that travels frequently. You should be passionate about street design, sustainable mobility, and the processes involved in shaping safe, healthy cities. The ideal candidate will be:

- **Organized and able to deliver projects on time:** Able to juggle multiple projects, stay organized, and meet deadlines.
- **Enthusiastic about streamlining processes and empowering teams to reach their potential:** Able to identify opportunities to make projects and processes run smoothly, and enact measures to address identified opportunities. Demonstrated ability to support staff to develop their skills, prioritize activities, troubleshoot challenges, and otherwise reach their full potential.
- **Comfortable working with budgets:** Comfortable working in Excel to develop and manage program budgets and oversee financial reporting to funders.
- **A strong communicator:** Strong writer with the ability to clearly communicate and synthesize ideas in written, verbal, and visual work.
- **Collaborative:** Able to work iteratively, collecting feedback from colleagues and incorporating it into work. The ideal candidate will be flexible and willing to pitch in to take on tasks whenever help is needed.
- **Experienced program/project manager:** Applicants should have seven+ years of past experience in program management, research, and/or non-profit organizations. Background knowledge in city planning, urban design, architecture, or transportation planning and familiarity with the GSDG a plus.

How to apply

- **Deadline for applications:** Applications accepted on rolling basis—please don't delay! Final deadline is February 1, 2019.
- **Email applications to:** global@nacto.org
- **Email subject line:** Associate Director | Firstname_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. Additional attachments demonstrating writing, research, or facilitation skills a plus.
- **Work visas:** We encourage international candidates to apply and are willing to support visas.

Thank you for your interest and we look forward to hearing from you!

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working, mission-driven environment. Salary is based on a nonprofit scale and commensurate with experience.