

JOB OPENING



Program Manager | India

NACTO's Global Designing Cities Initiative

Job title: Program Manager | India

Start date: Q1 2021

Location: Mumbai/Bangalore/Delhi

The National Association of City Transportation Officials (NACTO) is seeking a **Program Manager** 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 **Program Manager** is based in India and reports to GDCI's Senior Manager residing in India. They will co-manage local street design projects funded by Bloomberg Philanthropies under their Bloomberg Initiative for Global Road Safety (BIGRS) program. We are looking for candidates with experience in city planning, urban design, architecture, transportation engineering, or transportation planning. This role is a grant-funded position; employment is dependent on the availability of grant funds and project deliverables.

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 practices captured in the [Global Street Design Guide](#) (GSDG) and the technical assistance provided to multiple international cities. GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects, making them more accessible to people who walk, bike, and take public transportation.

What you'll do

The **Program Manager** will be charged with supporting the development of new policies and offering ongoing design review and guidance as part of technical assistance to senior-level local and international governments. They will support the dissemination and adaptation of the GSDG, alongside global best practices, and conduct training and outreach with partner organizations. The position will primarily work with the India team and works closely with NACTO-GDCI's Senior Team and other program managers and colleagues from the NYC office to ensure effective implementation and dissemination of the BIGRS initiative's goals.

Based in India, the primary activities for the GDCI **Program Manager** include:

- **Program Management:** Alongside GDCI's India Senior Manager, manage all aspects of the local BIGRS program, including:

- o Manage and oversee project work and technical assistance in assigned city/ies.
- o Maintain ongoing relationships and build new relationships with city officials, embedded staff, service providers, program partners, and other relevant stakeholders via in-person meetings and remote e-tools for engagement.
- o Liaise with government agencies to get project approvals, permits, and other necessary documentation.
- o Work directly with city officials to design, plan, and implement safe street design projects and support post-intervention monitoring with metrics collection and evaluation.
- o Assist with the conceptual development of coordinated local street design manuals and citywide programs that support safe infrastructure and systems for pedestrians, cyclists, and transit users.
- **Capacity Building and Knowledge Sharing:** Assist GDCI staff and BIGRS embedded staff with scaling up the impact of the work we do by:
 - o Developing, test, and refine methodologies and processes for collecting data related to street and public space design.
 - o Researching best practices in urban design, public space, road safety strategies facilities, sustainable mobility, and other projects for informing city-based projects and/or presentations.
 - o Coordinating, organizing, and facilitating workshops and trainings for multiple city agencies to build capacity around the Global Street Design Guide and the Streets for Kids supplement.
 - o Supporting new policies for safe and sustainable streets and identifying opportunities to remove impediments in existing or outdated policies.
- **Other tasks:** Other communications, research, and administrative duties as assigned.

Who you are

For this position, NACTO-GDCI is looking for a highly collaborative individual with exceptional project management and relationship building skills. The **Program Manager** must be highly self-directed and willing to accommodate a schedule with local city travel to trainings, site visits, and other meetings. Some international and national/domestic travel may be required when the global economy opens back up, and NACTO-GDCI staff can safely travel to international conferences, trainings, site visits, and other meetings. As we are a globally based team, there may be some instances of required phone calls/meetings outside of regular work hours. The ideal candidate will be highly collaborative by nature, well organized, and comfortable juggling multiple competing deadlines with ease and flexible and willing to pitch in to take on tasks whenever help is needed. You are passionate about street design, sustainable mobility, and the processes involved in shaping safe, healthy cities.

To be successful in this job, you will excel in these areas:

- **Excellent verbal and written communication skills:** You are comfortable communicating with a range of stakeholders, including city officials, funders, contractors, executive teams, staff, etc. You are proficient in English, both written and verbal. Knowledge of other international languages is a plus.

- **Design guidance and reviews:** You are proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), AutoCAD and/or 3D modeling skills are a plus. You are able to align and inspire local practitioners on global best practices for safety.
- **Manage a project with limited supervision:** You are a leader who can execute tasks with minimal supervision. You are collaborative and nimble in approach, able to maneuver between big picture thinking and details. You have experience working in Google Spreadsheets and managing budgets.
- **Work with multiple partners to achieve goals:** You have experience working with national, regional, or city policies and guidance for street design and/or transportation systems, either with government agencies, non-profits, or the private sector. You have experience managing complex stakeholder structures involving multiple city agencies and partners.
- **Connecting to a global network:** You are competent in an international policy context and are willing and able to travel locally and internationally several times a year (when applicable).

How to apply

- **Deadline for applications:** Applications accepted on a rolling basis—please **don't delay!** The final deadline is 31st December 2020.
- **Email applications to:** global@nacto.org
- **Email subject line:** India Program Manager | Firstname_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. Additional attachments demonstrating writing, drawing, digital content creation, communication skills, and/or references are encouraged.

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