

## JOB OPENING

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### Senior Program Manager (Future Bike Program)

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#### Global Designing Cities Initiative

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**Job Title:** Senior Program Manager - Design/Technical Lead

**Start Date:** September 2022

**Salary:** GDCI benchmarks wages to the local market's nonprofit industry. For comparison, a U.S. salary expectation is \$90,000 to \$105,000

**Location:** Remote, but desire to have sufficient overlap with Eastern Standard time zone.  
(International candidates may apply)

Global Designing Cities Initiative (GDCI) is seeking a **Senior Program Manager** to join its mission to transform streets around the world. Reporting to the Director of Design, this role will be one of two key management hires of a new multi-year, grant-funded program focusing on cycling infrastructure. Starting in 2022, the program will run through 2026, with a strong desire for further funding in the future.

#### Who we are

The Global Designing Cities Initiative (GDCI) was launched in 2014 with a mission to transform streets around the world. We inspire leaders, inform practitioners, and invite communities to imagine what's possible when we design streets that put people first. We are a team of designers, planners, and urban strategists committed to reimagining streets as places for people, shaping cities that are safe, healthy, accessible, and equitable for everyone. The strategies and best practices in our Global Street Design Guide are the foundation of our work, and they have been applied in cities across the globe, helping to update policies, build local capacity, implement and evaluate projects, and scale up impact.

#### What you'll do

- Support the development of the program,
- Build internal/external technical capacity in bicycle and street design-specific topics,
- Ensure design quality using principles of the Global Street Design Guide as a basis,
- Context-specific design review support (especially for most technically challenging projects),
- Coordinate research and share knowledge amongst GDCI colleagues and partners.

During the first year, you will work in tandem with the program lead, developing the program from its infancy and further defining design structures and norms. You will also support the hiring of a team of qualified design professionals with the expertise needed to achieve the grant deliverables.

Throughout the program, you will be responsible for the production quality and technical accuracy of cycling infrastructure projects across the globe. You will also be responsible for the capacity-building of staff and external partners within the program, enhancing and expanding institutional and technical knowledge.

You will oversee and coordinate the work of the internal design team, the internal and external capacity-building process, and research & knowledge sharing.

Your role will work closely with the executive leadership team, in particular the Director of Design, and partner with other senior program managers for cross-team collaboration and cross-pollination of cycling infrastructure design amongst other GDCI programs.

More specifically, responsibilities will include:

- **Technical Oversight and Coordination**

- Develop the capacity of GDCI staff, so that GDCI projects meet the highest technical and design standards possible. Accountable for the quality of deliverables.
- Oversee technical assistance provided to the cities, in particular, the project design review and capacity-building processes (training sessions, workshops, etc) for a wide diversity of global contexts. This may also require you to manage priorities and pull in additional resources to ensure the needs of cities are met (within scope).
- Provide guidance and mentorship to the program and design teams. Able to jump into any project at any time to move it forward, applying local knowledge and partnership understanding.
- Build GDCI's global standing and reputation on bike design and guidance by being the external design expert of the program, representing GDCI in high-level meetings, conferences, and workshops across the globe.
- Advance GDCI's knowledge of global cycling infrastructure design through continued learning and research. Create space and opportunities for knowledge sharing amongst the organization.

- Report out technical and design updates to funders and the executive team, as needed.
- **Senior Management Expectations**
  - Support the executive leadership team in strategic efforts to achieve GDCI's envisioned growth and development by communicating the perspectives and needs of the program.
  - Coordinate with other senior managers to guide overall program direction and cross-cutting efforts.
  - Cultivate a strong team culture based on GDCI systems, vision, and expectations – promote a learning atmosphere.
  - Lead by example in giving candid, clear, constructive, timely, and respectable feedback to your team and colleagues. Accountable for the performance of your team members.

### **Who you are**

GDCI is looking for a candidate with solid technical expertise demonstrated in previous work experience, with a focus specifically on implementing cycling infrastructure. You will have proven experience working on projects internationally, working directly with or for city governments, and are comfortable interacting with a diverse group of stakeholders (internally and externally) including policymakers and technical staff.

- You are passionate about mobility and street design in particular cycling infrastructure, and the processes involved in shaping safe, sustainable, and healthy cities.
- You have solid technical expertise demonstrated in your previous work experience, with a focus specifically on implementing cycle infrastructure
- You have experience working on projects internationally, working directly with or for city governments, and are comfortable interacting with a diverse group of stakeholders (internally and externally)
- You may have managed people in the past and have experience working in a team and are comfortable giving and receiving feedback.

You must be willing to accommodate a schedule of a globally based team; as such, there may be some instances of required phone or video calls/remote meetings outside of regular working hours.

Travel will be required (primarily after year one). The program is scoped for program managers to travel to ten cities three to four times a year - not to exceed two weeks at a time.

Your role is expected to join some of those trips (depending on the needs of the teams) and attend conferences or workshops internationally.

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

- **Accountability:** You are accountable for your responsibilities. Deadlines are met, or you communicate well in advance if they aren't.
- **Leadership:** You lead by example by modeling a focus on priorities and effective/smart performance. You take the time to teach, offer valuable and actionable feedback, ensure clarity in responsibilities and make sure that people feel appreciated, and treat mistakes as learning opportunities.
- **Collaboration:** You are collaborative in your approach. You work with your colleagues or other stakeholders to find solutions and seize opportunities that advance GDCI's mission.
- **Problem Solving:** You are proactively developing solutions to challenges and roadblocks. You constantly look at big-picture progress, flag any potential upcoming challenges, and suggest alternate paths forward. You can course-correct as needed.
- **Relationship Building:** You are relationship-oriented, recognizing the deep importance of relationships, externally and internally, in GDCI's success. You strive to build rapport and trust to best advance GDCI's mission.

### **Baseline Experience**

At GDCI, we do not have minimum requirements for education or relevant professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply.

Generally, we expect qualified candidates would have the following baseline experience for a Senior Manager:

- Eight years of relevant professional experience; OR
- Six years of relevant professional experience with an undergraduate degree; OR
- Four years of relevant professional experience with a graduate degree.

Familiarity with Adobe Creative Suite, and AutoCAD (and similar 2D/3D CAD software) is needed for specific projects.

## How to Apply

- **Deadline for applications:** Applications are accepted on a rolling basis—please don't delay! The final deadline is **August 10, 2022**.
- **Email applications to:** careers@gdci.global
- **Email subject line:** Bike Technical Lead | Firstname\_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. Additional attachments, such as a portfolio of your work are encouraged but not required.
- **Location:**
  - Work-from-home /remote work
  - Relocation to our NYC headquarters is not required for this position
  - Can work from outside the US, but sufficient overlap with the eastern time zone is required
- **Work visas:** We encourage international candidates to apply and we are willing to support visas (for non-US citizens living in the United States) or employer of record (for candidates working outside of the United States).
- **Benefits:** We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on local markets within the nonprofit/NGO industry and commensurate with experience and skills.

*GDCI is a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA). We are 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.*