



## JOB OPENING

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### Program Manager (BICI)

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#### Global Designing Cities Initiative

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**Job Title:** Program Manager (BICI Program)

**Start Date:** May 2023

**Salary:** \$78,000 (Min) – \$88,000 (Max) salary per year (GDIC indexes salaries to NGOs in the country of hire). The range listed is one component of the total compensation package for employees.

**Location:** Remote/Work From Home: Asia or Oceania (international candidates may apply)

Global Designing Cities Initiative (GDCI) is seeking a **Program Manager** to join its mission to transform streets around the world. The BICI Program Manager is responsible for delivering the BICI Program in the cities where they are assigned, including supporting the local ambitions of the city while achieving the objectives of the program. Reporting to the BICI Senior Program Manager, this role will work most closely with cities in Asia and Oceania.

GDCI expects several hires to be made for the Bloomberg Initiative for Cycling Infrastructure (BICI) program over the coming months. The intention is to recruit candidates from around the world to provide the geographical coverage necessary for the smooth running of the program. The focus on this occasion is to hire a Program Manager to cover Asia and Oceania. GDCI will advertise further roles at a later date.

#### **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 (GSDG) 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**

The **Program Manager's** job will be to support cities in the BICI program by providing technical assistance related to cycling infrastructure and tools to help scale impact through robust data

collection, updated guidance, and ongoing training support. This role will support the dissemination and adaptation of the relevant sections of the GSDG alongside global best practices and conduct training and outreach with partner organizations. The position will primarily work within the to-be-established BICI team within GDCI, but will also interact closely with GDCI's senior team, as well as colleagues in other teams, to ensure effective implementation and dissemination of the program's goals.

More specifically, you will do things like:

**Program Management:** Alongside the Senior Program Manager, manage all aspects of the BICI program, including:

- Manage and oversee project work and technical assistance in assigned cities.
- 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.
- Liaise with government agencies to get project approvals, permits, and other necessary documentation.
- Work directly with city officials to design, plan, and implement cycling network infrastructure projects and support post-intervention monitoring with metrics collection and evaluation.
- Manage project budget(s) or section(s) of a larger programmatic budget, including cost/expense management."

**Capacity Building and Knowledge Sharing:** Assist GDCI staff and embedded staff with scaling up the impact of the work we do by:

- Developing, testing, and refining methodologies and processes for collecting data related to cycling infrastructure.
- Researching best practices in cycle networks and cycling infrastructure
- Coordinating, organizing, and facilitating workshops and trainings for multiple city agencies to build capacity around the Global Street Design Guide, the Streets for Kids supplement, and other relevant guidance.

**Staff Supervision:** Aid in mentoring, coaching, supporting, and assessing the skill development of more junior staff.

**Other tasks:** Other communications, research, and administrative duties as assigned.

## Who you are

For this position, GDCI is looking for a highly collaborative individual with exceptional project management and relationship-building skills with local partners. This role requires experience in developing cycling infrastructure, as well as delivering projects with cross-departmental or numerous institutional teams. The **Program Manager** must be highly self-directed and willing to accommodate a schedule that includes some national/domestic and international travel to attend international conferences, training, 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, well organized, comfortable juggling multiple competing deadlines with ease and flexibility, and willing to pitch in to take on tasks when help is needed. You are passionate about street design, cycling, 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 can align and inspire local practitioners on global best practices around streets and their role in cities with an emphasis on cycling.
- **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 with 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).



## 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

### Program Manager:

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

Familiarity with AutoCAD, SketchUp, and Adobe Creative Suite may be needed for specific projects.

## How to Apply

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay! Final deadline is February 26, 2023.
- **Email applications to:** [careers@gdci.global](mailto:careers@gdci.global)
- **Email subject line:** BICI Program Manager 2023 | Firstname\_Lastname
- **Attachments:** Include a cover letter and resume detailing relevant work experience. We welcome additional attachments demonstrating projects, studies, or research undertaken by the candidate and connected to the role. If you've applied for other roles at GDCI, please indicate when you last applied and for which position.
- **Benefits:** GDCI offers a competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation and holidays. GDCI bases salaries 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.*