

# JOB DESCRIPTION: MEMBER ENGAGEMENT MANAGER



## Description:

[The Open Mobility Foundation](#) (OMF) is an open-source software foundation with a mission to transform the way cities manage transportation in the modern era using well-designed, open-source data standards and software. We operate as a public-private partnership that brings together cities, mobility companies, and software vendors to co-create technology that facilitates digital-savvy approaches to regulation, scalable deployment of new mobility services, and the management of public space for the public good.

The Member Engagement Manager will be responsible for creating events, content, and other programming that promote the foundation's goal of building strong public-sector/private-sector partnerships and cooperation. They will develop a deep understanding of what brings value to members, and will guide the organization's strategy and implementation of programming that builds relationships, educates members about emerging technology, and encourages a shared vision for the future of mobility. They will report to and work closely with the Executive Director to ensure that the foundation's interactions with members is consistent with the priorities and strategic direction set forth by the OMF Board of Directors.

## Job Responsibilities:

- Continue to build on the foundation's values of transparency and community with a thoughtful, meaningful, and consistent member communications program.
- Build relationships with members and learn about their priorities for participation in the foundation, and use that knowledge to develop a strategic plan for engagement programming.
- Plan and execute a calendar of in-person and virtual events (meetings, dinners, webinars, panels, etc.) that bring together the membership of the foundation.
- Manage logistics for in-person and virtual events, including board meetings, dinners, and conference panels. Events will vary in size and complexity, but are likely to take place at least every few months.

- Manage the foundation's web content and outbound email messaging for members, contributors, and the larger OMF community.
- Establish a content calendar of blog posts, articles, and web content that showcases the thought-leadership and technical outputs of the foundation.
- Support the Executive Director in prospective member recruiting.
- Support new member onboarding by helping organizations navigate our resources and events. Act as an ongoing point of contact for members on participation and administrative matters.
- Assist the Executive Director and other staff in planning for conference attendance, developing presentation/panel content, and in creating material that showcases the work of the foundation.
- Provide regular updates on the Executive Director and the Board of Directors on the member community, and advise on how they can best help strengthen that community and improve the value proposition for members.

**Desired qualifications:**

The Member Engagement Manager should have experience in event planning/production, content marketing, and member support. They should have experience working within an organization comprised of institutional members (for example, trade association, advocacy group, public-private partnership, or open source foundation). They will have a demonstrated ability to execute event planning and marketing communication, and to engage with the substance and content of such work, as well as the logistics. They should have strong written and verbal communication skills, and be comfortable working in various digital and traditional formats. It is preferred that they have some familiarity with the mobility or transportation space and/or experience working with cities or other public sector organizations.

**Applications:**

Send resume and cover letter to [jobs@openmobilityfoundation.org](mailto:jobs@openmobilityfoundation.org).