

JOB DESCRIPTION: EXECUTIVE DIRECTOR



Organization:

[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 OMF is responsible for the [Mobility Data Specification](#) (MDS) and the forthcoming Curb Data Specification (CDS). MDS is in use in more than 125+ cities around the world to regulate shared e-scooters, bikes, and cars. In 2022 MDS will expand to cover additional types of mobility services. CDS will be released in early 2022 and enable cities to better manage their curb space through digitized regulations, data gathering, and analysis.

In addition to its technical output, the OMF regularly convenes its members and the public to discuss and learn about topics related to our work, including data-driven approaches to street governance, digital expression of city policies, using data to achieve equity and sustainability goals, and protecting privacy.

Position:

Reporting directly to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the OMF's staff, programs, expansion, and execution of its mission. The ideal ED will have strong non-profit management and growth experience, and will bring a combination of technical literacy and an understanding of the challenges and opportunities of urban transportation. They will have great communication and fundraising skills, the ability to lead, motivate, and to develop common understanding and mutual goals between cities and private companies

Job Responsibilities:

1. **Mission and Strategy:** Provide strategic guidance and daily leadership to ensure the organization and its work remain aligned with core values and long-term priorities
 - a. Ensure that staff, committees, and resources are aligned to allow the OMF to deliver its technical products
 - b. Work with the members and the Board to prioritize future work and establish long-term project goals and timelines
 - c. Set the vision for content, programming, and events to support and educate OMF's members and enhance the real-world impacts of technical products

- d. Ensure OMF's remains focused on data privacy and security and engage the OMF's Privacy and Strategy Committees to help set our agenda for this work
2. **Membership and Revenue Development:** Recruit and retain dues paying members, develop outreach strategies for membership development, and grow relationships with current and future philanthropic funders. Refine OMF's value proposition and Create and deliver a sustainable business model for financial stability.
 - a. Establish strong relationships with existing OMF members, helping to ensure they get excellent value from their membership
 - b. Recruit new commercial and public-sector members by building relationships in the MDS/CDS user community and across the mobility ecosystem
 - c. Translate the OMF's work and vision into a compelling pitch that resonates with the business goals of companies and the public interest goals of cities
 - d. Strengthen and grow relationships with the philanthropic community to drive additional funding and support for our work
3. **Public Engagement and Communications:** Represent the OMF at conferences and events, and work with staff to build and shape public awareness of the organization and its work.
 - a. Present the OMF's vision and work at mobility and technology related conferences and events
 - b. Support staff in building a multi-channel outreach and communications plan to boost awareness of our work and establish a strong sense of community within and beyond our membership
4. **Governance and Operations:** Provide day-to-day management of the OMF ensuring that our bylaws and processes are followed, and our community of volunteers and contributors are well cared for.
 - a. Serve as the primary point-of-contact for the OMF's Board of Directors, plan for and lead Board meetings, and engage the Board in OMF's work as appropriate
 - b. Oversee OMF's volunteer committee and working group model, ensuring regular meetings, timely elections, and good working process within the committees.
 - c. Ensure that the OMF's bylaws are followed in the organization's regular operations and work with the Board to amend the bylaws when necessary.
5. **Financial Management:** Manage the OMF's finances and budget and ensure responsible fiscal stewardship
 - a. Provide operational financial oversight, reviewing and approving expenses, assisting with outstanding receivables, and supporting employee payroll, onboarding, and offboarding
 - b. Develop an annual budget for review and approval by the OMF Board of Directors

- c. Work with OASIS (OMF's fiscal agent and back office service provider) to ensure the smooth management of OMF's financial resources and back office operations
- d. Keep the Board informed and engaged in key financial matters, including regular updates on revenue, expenses, and forecasts

Desired qualifications:

- At least five to seven years experience as either:
 - A non-profit leader working in technology, transportation, or local government
 - Senior manager within a city transportation or technology agency
 - Senior manager in a technology industry related to transportation, mobility, or open source
- Familiarity and experience with some or all of these areas:
 - Urban transportation policy
 - New mobility / shared mobility services
 - Open source and data specifications
 - Technology in the public sector
- Experience in and enthusiasm for fundraising or membership/business development
- Transparent and high integrity leadership
- Hands-on budget management skills including preparation, planning, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey OMF's vision to internal and external stakeholders
- Skills to collaborate with, educate and motivate city members and demonstrated ability to understand public sector perspectives.
- Skills to manage evolving, complex relationship between public and private sector, ability to bridge the gap, and ability to build trust and collaboration
- Experience translating technical concepts to policy audiences and vice-versa
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff, with a compassionate, people-centered approach to leadership
- Strong public speaking ability
- A bachelor's degree or equivalent experience

Job Type:

Full-time, salaried position with benefits paid by employer (health, dental, 401k).

Location:

The Open Mobility Foundation is a US-based, remote work organization. Ability to travel to events and meetings is required.

Applications:

Send resume and cover letter to jobs@openmobilityfoundation.org.

Questions:

The following members of the OMF Board are available to answer questions:

Seleta Reynolds seleta.reynolds@lacity.org

Ramses Maddou: ramses.madou@sanjoseca.gov