

JOB DESCRIPTION: SMART GRANT COLLABORATIVE PROGRAM MANAGER (CONTRACT)



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.

We are currently seeking a highly skilled and experienced SMART Grant Program Manager to oversee the OMF's SMART Grant Collaborative, a group of eight member cities (Seattle, Portland, San Francisco, San Jose, Los Angeles, Minneapolis, Philadelphia, and Miami-Dade County) that are part of a collaborative USDOT SMART grant application coordinated by the Open Mobility Foundation. This group will receive investment through the SMART grant program to implement OMF's open-source Curb Data Specification (CDS) and deploy solutions to better understand competing curb and sidewalk use, and adjust planning and management to improve safety and reduce congestion.

As the Program Manager, you will play a pivotal role in ensuring the successful development and implementation of the Collaborative's program plan, managing day-to-day operations, coordinating with stakeholders, facilitating knowledge exchange, and ensuring that project deliverables are completed on time and meet quality standards. Your strategic approach will be instrumental in building relationships with stakeholders, understanding their priorities, and developing a program plan that aligns with their needs and drives positive outcomes. You will report to the Director of Engagement and Communications and work closely with the Director of Open Source Operations to ensure that the project is executed in a manner consistent with the priorities and strategic direction set forth by the OMF's leadership. Please note that this is a temporary, full-time, grant-funded position.

Job Responsibilities:

- Support the Collaborative through their SMART grant prototype design and implementation by developing and following a thoughtful, meaningful, and consistent program plan
- Build relationships with stakeholders (cities, companies, researchers, consultants) and learn about their priorities for participation in the Collaborative, and use that knowledge to develop a strategic program plan
- Serve as a project partner for the Collaborative cities by knowing their project details and planned approaches and serve as a single point of contact for the city project leads

- Develop a detailed program budget and manage the budget over the duration of the Collaborative
- Coordinate and manage consultants, research partners, and private technology partners to develop scopes of work and ensure their scopes align with the program plan and timeline, and that deliverables are completed on time and meet quality standards
- Coordinate with the Director of Member Engagement to integrate the content and peer learning strategy into the program plan, execute the plan as directed, and engage with stakeholders or bring in outside facilitators or consultants where necessary
- Coordinate with the Director of Open Source Operations as needed to follow the technical development of CDS and provide updates to the CDS Working Group and Working Group Steering Committee
- Provide regular updates to the OMF staff, leadership, and partners on the status of the project, and advice on how they can best help strengthen the outcomes of the project
- Other program management tasks as assigned

Desired qualifications:

- Strong project/program management skills with a proven track record of successfully managing projects/programs through the full life cycle according to outlined scope, budget, and timeline
- Experience working with diverse stakeholders, including cities, companies, researchers, and consultants
- Passion for the mobility space and/or experience working with cities or other public sector organizations
- Additional experience in event planning, content production, and member support is preferred
- Excellent written and verbal communication skills
- Comfortable working both virtually and in-person

Job Type:

Full-time, contract position (18 months, subject to extension)

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 careers@openmobilityfoundation.org

Priority application deadline is 5:00 pm Pacific Time Friday, June 16, 2023.