

JOB DESCRIPTION: COMMUNICATIONS & ENGAGEMENT MANAGER



[Open Mobility Foundation Careers](#)

Description

The Open Mobility Foundation (OMF) is an open-source mobility standards development organization with a mission to transform the way cities manage transportation in the modern era using well-designed, open-source data standards. 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 seeking a highly organized, creative, and mission-driven Communications & Engagement Manager to help amplify the organization's impact and strengthen engagement across the global OMF community. The position will manage the OMF's communications channels and develop compelling narratives that showcase the organization's work, partnerships, and impact. The role will also support the planning and execution of in-person and virtual events designed to foster collaboration, knowledge sharing, and community engagement.

The Communications & Engagement Manager will report to the Director of Partnerships & Development while working cross-functionally with the entire OMF team, and will play an important role in advancing OMF's visibility, thought leadership, member engagement, and community-building efforts across cities, industry partners, and stakeholders worldwide.

The ideal candidate is naturally curious and a skilled storyteller, and recognizes the critical ingredients necessary for fostering community. They are also an excellent written, verbal, and visual communicator, strong project manager, and collaborative team member with experience in nonprofit or government communications, community engagement, media relations, and event planning. Familiarity with urban mobility policy, transportation technology, membership associations and open-source communities is highly desirable, but not required.

Job Responsibilities

Communications Strategy & Operations

- Develop and execute communications that strengthen engagement across the OMF's global community of public agencies, private sector organizations, and industry stakeholders.
- Manage the OMF's voice, design guidelines, and brand across our newsletters, website/blog, social channels, and other communications opportunities and serve as the primary content manager for OMF's website and digital communication platforms.
- Manage communication workflows and coordinate messaging across organizational initiatives.
- Collaborate with staff, board members, working groups, and members to identify and create compelling stories that demonstrate the value of digital infrastructure, showcase the value of the OMF, impact of OMF members, as well as our specifications, programs and initiatives.
- Collaborate with other team members to design, produce and maintain organizational collateral including presentations, membership materials, graphics, brochures, and other promotional materials.
- Maintain a communications calendar that aligns messaging across organizational initiatives, events, and strategic priorities.
- Track communications performance metrics and identify opportunities to improve audience engagement and reach.

Community Engagement & Event Planning

- Support the planning and execution of OMF's virtual and in-person community events, including webinars, workshops, conferences, member meetings, and convenings.
- Coordinate communications, registration, materials, logistics, and attendee experience for organizational events.
- Help create welcoming, inclusive, and engaging experiences that strengthen relationships across OMF's community.
- Support post-event follow-up communications that extend the value of discussions and encourage continued participation.

Organizational Visibility & Media Relations

- Identify opportunities to position OMF as a leading voice on urban mobility, transportation technology, and open-source standards.
- Identify and pursue opportunities to increase OMF's visibility through media, podcasts, speaking engagements, conference participation, webinars, and industry publications.
- Support leadership in developing communications materials for presentations, interviews, and public appearances.
- Build relationships with media outlets and partner organizations that help increase awareness of OMF's mission and work.

Team Support & Coordination

- As a small, mission-driven organization, every member of the OMF team contributes beyond their primary responsibilities. This role is expected to approach new opportunities with flexibility, curiosity, and a willingness to support organizational priorities as they evolve.

Qualifications

Required Qualifications

- Professional experience in communications, public affairs, public relations, marketing communications, community engagement, or a related field.
- Exceptional written and verbal communication skills, particularly with the ability to translate complex technical digital infrastructure, data standards and policy topics into clear, engaging content for diverse audiences with various levels of understanding.
- Demonstrated experience managing organizational communications across multiple channels, including design guidelines, websites, newsletters, social media, blogs, and email marketing platforms.
- Experience developing strategic communications plans and editorial calendars that align with organizational goals.
- Strong attention to detail with excellent editing and proofreading skills.
- Proficiency with common workplace collaboration and communications tools including Zoom, Slack, Google Suite, as well as experience with content management systems (such as WordPress or similar website platforms), email marketing platforms (Mailchimp or similar), and graphic design tools sufficient to create professional communications materials (such as Canva or Adobe Creative Suite).
- Ability to work independently while maintaining strong communication and collaboration across a distributed team and comfort working in a small, remote organization.
- Demonstrated ability to build positive working relationships with colleagues, partners, volunteers, members, or external stakeholders

- Strong interpersonal skills with a collaborative, service-oriented mindset that comes with working for a transparent and collaborative membership organization.
- A genuine interest in helping people connect, collaborate, and share knowledge.

Preferred Qualifications

- Experience working in transportation, mobility, technology, digital infrastructure, civic technology, open-source communities, or public policy.
- Experience supporting nonprofit organizations, professional associations, or membership-based organizations.
- Experience working with both public- and private-sector stakeholders, simultaneously.
- Experience using CRM systems to support communications or member engagement.
- Experience in graphic design and graphic design platforms like Canva, Illustrator, and Photoshop.
- Experience developing media relationships or securing earned media opportunities.
- Experience planning or supporting community events, conferences, workshops, and/or webinar.

Compensation & Benefits

OMF offers a competitive salary and comprehensive benefits package, including:

- Paid time off (PTO)
- Medical benefits
- Retirement benefits
- Fully remote work environment
- Opportunity to work for a mission-driven non-profit and contribute to impactful work advancing the future of urban mobility

The anticipated starting annual compensation for this position is between **\$75,000 and \$100,000**, with the final offer determined by the candidate's professional background and specific expertise.

Location

The Open Mobility Foundation is a US-based, remote organization that works globally. We encourage applicants from outside the US with strong English proficiency. Ability to travel to events and meetings four to six times per year (mostly within the United States), including potential travel outside the United States, is required.

How to Apply

Email a PDF of your resume and a separate PDF of the answers to the three questions listed below (250 words max each) to Careers@openmobilityfoundation.org.

Cover letters are not required

Questions:

1. What unique perspective, experience, or strength would you bring to the OMF that may not be immediately obvious from your resume?
2. Community engagement is about more than sending communications. Describe a time you used communications tools to help people feel connected, included, or inspired to participate in a community, organization or initiative.
3. Tell us about a time you had to explain a complex topic to a non-expert audience. How did you approach it and how did you know you were successful?