

JOB DESCRIPTION: OPERATIONS MANAGER



Open Mobility Foundation (OMF)

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 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 seeking a highly organized, proactive, and mission-driven Operations Manager to help scale the organization's impact. The position will support day-to-day operations and administrative functions, while working across the entire OMF team to improve organizational efficiency, manage critical administrative systems, coordinate reporting requirements, and support strategic initiatives and events.

The Operations Manager will report directly to the Executive Director and play a key role in ensuring smooth internal operations, compliance with grant and federal funding reporting requirements, and successful execution of organizational priorities.

The ideal candidate is detail-oriented, collaborative, proactive and adaptable, with experience supporting nonprofit organizations and/or local government agencies. Familiarity with urban mobility policy, transportation technology, and federal grant or funding administration is highly desirable.

Job Responsibilities

Team Support & Coordination

- Serve as a central operational resource supporting the full OMF team.
- Help improve communication, coordination, and information sharing across projects and stakeholders.
- Identify opportunities for process improvement and operational scalability.
- 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.

Organizational Operations & Administration

- Manage organizational scheduling, calendars, meeting coordination/agendas, and administrative workflows.
- Maintain and optimize internal systems, processes, and operational tools to improve efficiency and collaboration.
- Lead electronic file management and document organization across shared systems and platforms.
- Support onboarding, internal coordination, and operational logistics for distributed remote teams.

Event Planning & Project Support

- In collaboration with the Executive Director, assist with Board Meeting and Committee planning, agendas and communications.
- Support special projects and cross-functional initiatives led by the Executive Director and leadership team.
- Assist with planning and coordination of conferences, workshops, webinars and other organizational events.
- Prepare meeting materials, presentations, reports, and internal communications as needed.

USDOT Reporting & Grant Support

- In conjunction with the OMF's host organization OASIS Open, coordinate recurring USDOT reporting requirements and deliverables.
- Assist with grant preparation, documentation, compliance tracking, and reporting activities.
- Coordinate with internal staff and external partners to ensure timely and accurate submission of required materials.
- Maintain organized grant records and reporting documentation.

Desired Qualifications

Required Qualifications

- Experience in operations, administration, project coordination, or related roles.
- Strong organizational skills and exceptional attention to detail.
- Experience managing multiple priorities and deadlines in a remote work environment.
- Excellent written and verbal communication skills.

- Proficiency with common workplace collaboration and project management tools including Zoom, Slack, Google Suite, etc.
- Experience supporting distributed or remote-first organizations.
- Ability to work independently while collaborating effectively across teams.
- Strong interpersonal skills with a collaborative, service-oriented mindset that comes with working for a transparent and collaborative membership organization.

Preferred Qualifications

- Experience working in local government, transportation agencies, and/or nonprofit organizations.
- Familiarity and/or passion with urban mobility policy, transportation technology, or the mobility industry.
- Experience with USDOT reporting requirements, grant administration, or grant compliance processes.

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 **\$70,000 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 answers to the three questions listed below (250 words max each) to Careers@openmobilityfoundation.org. Please include your name and job title in the email subject line. Also please include your name in the file name of any pdf you send.

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. Tell us about a process, system, or administrative workflow you have improved in a previous organization. What was not working well, what did you change, and what was the result? If possible, describe how you identified the problem and how you got others to adopt the new approach.
3. The OMF is a small, fully remote organization where priorities can change quickly and team members often need to contribute outside their formal areas of responsibility. Describe a time when you had to take ownership of something that was outside your normal responsibilities or work with limited direction. What did you do, and what did you learn from the experience?