



Chief Executive Officer New York City

About ITDP

Celebrating its 30th anniversary in 2015, the Institute for Transportation and Development Policy (ITDP) works with cities worldwide to bring about sustainable transport solutions that cut greenhouse gas emissions, reduce poverty and improve the quality of urban life.

ITDP is a not-for-profit organization headquartered in New York City with offices in China, India, Indonesia, Mexico and South America. With an annual operating budget of \$7 million, ITDP's programs focus on helping cities deliver world class mobility solutions. These solutions include: expanded bus rapid transit systems, non-motorized travel options, travel demand management practices, integration between transport modes, parking reforms and overall urban revitalization. More information about ITDP can be found at www.itdp.org.

Position

Reporting to the Board of Directors, the Chief Executive Officer provides visionary and strategic leadership to the organization. The CEO will contribute broadly to all aspects of the fulfillment of ITDP's mission including strategic planning, program implementation, fundraising and resource allocation and relationship building.

The CEO leads the Senior Management Team and the Senior Leadership Council and oversees the following roles in the organization: the Chief Operating Officer, Chief Program Officer, Managing Director for Policy and Founder, Development Director and four Regional Directors: East and Southeast Asia, India, Latin America and U.S./Africa.

The ideal candidate will be an experienced manager, have a demonstrated passion for sustainable transportation and be adept at coordinating programs with external impact and visibility. The CEO acts as a public spokesperson for the organization's focus areas and works with a diverse constituency of international community partners, donors, governments and grant makers.

Responsibilities

Strategic Planning and Leadership

- In coordination with the Board, develop, refine and implement the strategic plan while ensuring that the budget, staff and priorities are aligned with ITDP's core mission.
- Provide inspirational leadership and direction to ITDP staff and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable ITDP to achieve its long and short-term goals and objectives. Ensure structures are in place to maximize impact.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, fundraising, programmatic and performance goals.
- Work creatively and strategically with the Senior Management Team and Senior Leadership Council to ensure ITDP works with purpose, vitality, and relevancy. Advise, guide and oversee ITDP's program work.
- Build a diverse and inclusive Board that is representative of the community, highly engaged and willing to leverage and secure resources.

Management and Operations

- Provide strong leadership that unifies an international organization while nurturing initiatives in individual field offices.
- Lead, recruit, develop, mentor and manage the Senior Management Team and the Senior Leadership Council.
- Monitor the COO's management of ITDP's day-to-day operations, including human resources, financial management and information technology and the implementation of policies and procedures.
- Ensure that ITDP continues to operate in accordance with best practices in non-profit governance.

Fundraising

- Oversee, identify and develop comprehensive strategies that continue to grow revenue from major donors, foundations, government agencies and corporations.
- Ensure sufficient funds are raised to achieve ITDP's program needs, cultivate donor streams and maintain good donor relationships.
- As the public face of the organization, cultivate strong relationships with major donors and foundations. Ensure funding and/or grant proposals are in line with ITDP policy priorities and programmatic needs.

Communications

- Oversee, identify and develop a strategic plan to communicate ITDP's goals, strategies and successes to staff.
- Represent ITDP in public forums and public communications. Serve as an articulate, persuasive and effective spokesperson for ITDP and its mission, goals and successes to the external community. Adeptly market the organization.
- Protect the reputation and technical credibility of ITDP by ensuring that products released in ITDP's name are of the highest technical caliber and enhance the role of ITDP as a standard bearer for best practice in transportation systems.
- Maintain sound working relationships and cooperative arrangements with outside organizations that are critical to the achievement of ITDP's mission.

Candidate Profile

The CEO will be a strategic leader who is passionate about ITDP's mission and capable of leading across a global organization. The incumbent will have demonstrated success in developing and articulating ITDP's vision with a wide variety of stakeholders; generating consensus around that vision and motivating and inspiring others to help achieve the goals and objectives. The CEO will have a demonstrated capacity to develop and maintain personal connections with donors and prospective donors and an exceptional ability to build and maintain working relationships with a variety of stakeholders. The ideal candidate is enthusiastic about leading an organization in the vanguard of global change.

- 10+ years experience in a progressively responsible senior management role at a socially-responsible organization or agency focused on sustainable transport, development or urban design; organizational management experience required; previous experience managing a global or multisite organization preferred; experience working with city governments preferred; meaningful experience with country-level field offices and working on issues in developing countries is highly desirable.
- Master's degree in relevant field or MBA required.
- Strong commitment to advancing ITDP's mission and to environmental and social justice with a working knowledge of sustainable transportation issues and approaches.
- An astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; sophisticated analytic, organizational and problem solving skills which support and enable sound decision making. Strong influence and executive presence.
- Proven track record of fundraising in a nonprofit environment and strong connections with industry-related foundations and international aid institutions.
- Outstanding presentation and communication skills. Demonstrated ability to be an outgoing spokesperson, relationship builder and fundraiser.
- Excellent coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- An intuitive problem solver and motivator who can analyze complex issues and develop effective solutions that enhance ITDP's relationships, goals and initiatives.

- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Fluency in a foreign language is desirable.
- Ability to travel internationally on a frequent basis.

To apply, please submit your letter of interest and resume to Stacey Berk, Managing Consultant, Expand HR Consulting, sberk@expandhr.com.