



## **Chief Executive Officer**

### **New York City**

#### **About ITDP**

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.

Founded in 1985, ITDP is a not-for-profit organization headquartered in New York City with offices in Brazil, China, India, Indonesia, Kenya, Mexico and Washington, D.C. With an annual operating budget of \$9.4 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](http://www.itdp.org).

#### **Position**

The Chief Executive Officer is responsible for delivering ITDP's mission in ways that utilize fully the organization's record of achievement, resources and reputation around the world.

Reporting to the Board of Directors, the ideal candidate will be a thought leader in the field, a visionary thinker, and an experienced manager with a strong appreciation for ITDP's culture and history. A demonstrated passion for sustainable transportation and adeptness at coordinating programs with external impact and visibility are key attributes for this role. The CEO acts as a global ambassador for the organization's focus areas and works with a diverse constituency of international community partners, donors, governments and grant makers.

The CEO leads the Senior Management Team and the Senior Leadership Council. This team is spread around the world, and the CEO is expected to visit each office regularly, and respect the different contexts, opportunities and challenges inherent in each.

The CEO directly manages the Chief Operating Officer, Chief Program Officer, Development Director, three Regional Directors: East and Southeast Asia, India, Latin America and one Program Director: Africa.

## **Responsibilities**

### *Strategic Planning and Leadership*

- Lead the development of an ambitious and pragmatic strategic plan, consulting with the Board, staff, and key external stakeholders; the plan should build on ITDP's strengths, competitive advantages and funding realities.
- Provide inspirational leadership and support to ITDP staff so that they are able to actively contribute ideas that will enable ITDP to grow in ambition, funding, delivery and impact; this includes identifying ways ITDP can better leverage successes 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, collaboratively, 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.
- With the Chair of the Board of Directors, 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 facilitates collaboration and sharing of best practice throughout ITDP's field offices; this is key to enabling ITDP to act globally, while delivering locally.
- Support individual field offices to ensure they increase their effectiveness on the ground in each geography while also building a strong, unified organization.
- Lead, recruit, develop, mentor and manage the Senior Management Team and the Senior Leadership Council; ensure the continued development and management of a professional, productive, and efficient organization; establish effective decision making processes that will enable ITDP to achieve its long and short term goals and objectives.
- Manage the COO to ensure effective management of ITDP's day-to-day operations, including human resources, financial management, information technology and the implementation of organizational policies and procedures.
- Manage the Chief Program Officer to ensure existing programs are enabled to fulfill their mission within time and budget, that the potential for each to maximize impact and grow is continuously encouraged and that maximum learning is derived from individual program areas for different offices.
- Ensure that ITDP continues to operate in accordance with best practices in non-profit governance.

### *Fundraising*

- Guide the organization's strategic fundraising efforts to articulate ITDP's competitive advantage in the field. 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, initiate and 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 internal and external audiences.
- 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 all outputs 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 who 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, diverse 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 deep 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.

- A politically savvy leader who is culturally sensitive and has the ability to navigate the complexities of a global workforce.
- 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 work in very different cultural contexts, adapting plans to suit accordingly, and flexibility to be opportunistic when appropriate.
- Ability to travel internationally on a frequent basis.

To apply, please submit your letter of interest and resume to Erica Thomas, Senior Consultant, Expand HR Consulting, [ethomas@expandhr.com](mailto:ethomas@expandhr.com).