

REBUILD BY DESIGN

Program Manager for City Initiatives Job Description

[Rebuild by Design](#) is looking for a Program Manager to join our dedicated and energetic team in New York City. Rebuild is at an exciting juncture as we expand our work with 100 Resilient Cities. We are looking for someone to help manage our work partnering with cities to create inclusive and implementation driven processes to help solve cities' pressing needs whether they relate to water, housing, or community resilience. Projects can range from regenerating the historic Xochimilco neighborhood of Mexico City to designing tools for community engagement with community-based organizations in the City of Oakland. The resilience framework is an interdisciplinary and relatively new approach to urban planning, design, and engineering. This requires a Program Manager that is flexible, works independently, and has an appetite to learn about a rapidly expanding field.

The ideal candidate will hold a Master's Degree, and have a minimum of 10 years experience in one or more of the following fields: urban planning, municipal government, strategy, consulting, community organizing, nonprofit service delivery or design/engineering/architecture.

Qualifications:

- Have a commitment to the vision of Rebuild by Design and building global urban resilience
- Experience serving in a leadership role supervising or project managing multi-disciplinary, cross-functional, complex projects simultaneously
- Have an understanding of how cities work, how issue-based campaigns are developed and how strategies are implemented
- A passion for community engagement, and experience managing public engagement processes, advisory committees, or external communications
- Proven track record of implementing big ideas
- Ability to work effectively in a small team structure to complete tasks in a timely manner, monitor the work program, manage multiple projects simultaneously, and communicate ideas effectively
- Familiarity with project implementation, regulatory frameworks, and government structures
- Strong interpersonal skills and proven ability to negotiate sensitive issues
- Excellent presentation, written and oral communication skills
- Creative, flexible, organized and excel under pressure
- Adobe suite preferred
- Passion for social change, ability to be creative, strong sense of humor and desire to work hard with fun people

- Fluency in Spanish language preferred

Essential Duties:

- Help set the strategic vision for selected city portfolios to tackle identified urban challenges.
- Inspire and motivate cities and partners to use collaborative approaches to policy and planning.
- Develop working relationships with Mayor's Offices to help implement collaborative research and design processes to address their complex problems.
- Develop and implement strategies and processes to help the city respond to challenges they identify using the Rebuild methodology
- Partner with civic, business and community groups, associations and public agencies
- Design community and stakeholder engagement programming and processes
- Develop materials, memos, reports, and presentations.
- Present at conferences, public events and other speaking engagements
- Track and report on progress and projects
- Manage external vendors from time to time
- Travel internationally and domestically

About Rebuild by Design

Our cities were built in response to yesterday's problems. As the world faces rising populations, climate change, and economic challenges, communities can't afford to wait until after the next hurricane or flood, or ignore chronic stresses such as aging infrastructure and pollution, to plan for the future. Rebuild By Design is reimagining the way communities find solutions for today's large-scale, complex problems.

Rebuild by Design convenes a mix of sectors - including government, business, nonprofit, and community organizations - to gain a better understanding of how overlapping environmental and human-made vulnerabilities leave cities and regions at risk. Rebuild's core belief is that through collaboration our communities can grow stronger and better prepared to stand up to whatever challenges tomorrow brings.

Through a partnership with [100 Resilient Cities \(100RC\)](#), Rebuild's collaborative research and design approach is helping cities around the globe achieve resilience. To learn more visit rebuildbydesign.org

Rebuild by Design is based in New York City.

How to Apply

Interested candidates should apply by sending a resume with the subject line "Program Manager + [your last name]" to jobs@rebuildbydesign.org