CENTER FOR AMERICAN MOBILITY

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Chief of Staff

Full-Time · Remote (with travel); NYC region preferred

ABOUT CAM

The Center for American Mobility (CAM) is a new national nonprofit operating as both a 501(c)(3) and 501(c)(4) created to become a national voice and political force for modernizing America's transportation system. CAM aims to increase economic mobility by boosting efficient and safe forms of transportation including public transit, micro mobility, walking, and biking. We coordinate with local and state leaders and advocates across the country to provide research, policy tools, funding, coordination, and political support, while also engaging in our own direct advocacy with a goal of expanding mobility options in order to strengthen local economies and create safer, more connected communities.

CAM launched with committed funding from a major foundation and the private sector, and is the first national organization with the structure and resources to improve mobility for Americans. We have a strong founding board, a clear theory of change, and now we are building our team.

THE ROLE

As CAM's first hire, you'll work directly with the founding CEO to build the organization from the ground up, managing everything from operations and communications, to fundraising strategy and outreach, to stakeholder and coalition management. While responsibilities span multiple functions, the role will initially focus on building organizational infrastructure and supporting external communications.

This is a high-visibility, high-ownership role at a genuinely early-stage organization with large scale national ambition. The position is designed to grow alongside the organization and has the potential to evolve into a senior leadership role as CAM scales. This role will appeal to someone who has a passion for policy, is mission driven, and wants to build something with potential to shape a national conversation.

WHAT YOU'LL DO

Strategy

- Assist the CEO in developing CAM's core strategy, including setting goals around fundraising, programmatic impact, and organizational growth
- Translate organizational goals into measurable Key Performance Indicators (KPIs) and actionable, cross-functional objectives
- Measure success toward goals and assist in assessing and setting priorities accordingly

Communications

- Assist in developing CAM's external communications strategy and oversee execution, including drafting donor briefs, partner correspondence, and newsletter content
- Draft CAM's social media plan and manage social presence
- Support the CEO in developing and editing thought leadership pieces for external publication
- Lead the development, oversight, and maintenance of CAM's website

Operations

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- Set up and manage core operating systems: CRM, project management tools, and document infrastructure
- Track fundraising pipeline activity and donor outreach cadence
- Coordinate scheduling, logistics, and follow-up for CEO's stakeholder meetings
- Manage vendor relationships: web designer, consultants and others
- Support board meeting preparation, outreach, and follow-up

Fundraising Support

- Assist in donor research, outreach, and meeting preparation
- Draft and edit grant materials for foundations and individual donors
- Track donations, grant deadlines and reporting requirements

Coalition & Partner Support

- Assist in stakeholder outreach and relationship management, including local and state elected officials, advocacy organizations, and transportation operators
- Support convening logistics for partner events, briefings, and virtual gatherings
- Draft partner-facing resources: toolkits, messaging guides, and outreach templates
- Track partner engagement and help maintain CAM's ecosystem relationships

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WHAT SUCCESS LOOKS LIKE AFTER YEAR ONE

- CRM and operational systems fully implemented
- Quarterly donor communications established
- Website and social channels launched and maintained
- Stakeholder engagement database developed
- Board and donor processes operating efficiently

WHAT WE'RE LOOKING FOR

- 5–7 years of experience in advocacy, political campaigns, early-stage nonprofits, or policy organizations
- Exceptional verbal communication skills; comfortable interacting with policymakers, elected officials, philanthropists, and executive board members
- Strong writer with ability to operate across a broad spectrum of needs, from writing donor briefs to social media posts
- High EQ and low ego; proactive self-starter, intellectually curious, comfortable with ambiguity
- Tech-savvy: fluent in project management, AI tools, CRM platforms, and comfortable learning new software quickly; basic design skills (Canva, Google Slides) are a plus
- Mission and purpose driven; passionate about reliable and safe transportation as a means to drive economic prosperity and upward mobility for every American

Strong candidates may come from:

- Political campaign management/operations
- Executive office/chief of staff role
- Public affairs consulting

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- Transit agencies, state DOTs, or transportation-focused advocacy organizations
- Early-stage nonprofits or advocacy shops where generalist capacity was required

WHAT WE OFFER

- A founding-team role at a well-resourced, mission-driven organization at a pivotal moment in transportation policy
- Direct access to and partnership with the CEO; ownership over your work from day one
- Salary reflective of a new nonprofit commensurate with experience
- A generous and comprehensive health benefits package
- Mostly remote, with travel for stakeholder meetings, convenings, and in-person team time; NYC region preferred
- Growth opportunity: as CAM scales, so does the role

HOW TO APPLY

Interested applicants should submit a resume and brief cover letter to jobs@centerforamericanmobility.org