Job Description

The Mayor's Office of New Urban Mechanics (MONUM) was formed in 2010, and serves as Mayor Walsh's civic research and design team. We tackle projects that cover a range of topics, which includes everything from civic engagement to City infrastructure to public health. We work across departments and communities to explore, experiment, and evaluate new approaches to government and civic life. Civic innovation is more than just increasing government efficiency. It's also about improving the experience and well-being of people. So we ask: “How does Boston create more opportunities for more residents to shape their City and participate in civic life?” Our team brings a diverse array of backgrounds and experiences to the table in hopes of answering that question.

MONUM is seeking a Program Director who will join our trimtab team of the civically curious. In our tenth year, we are excited to welcome a new Program Director who will help re-energize and re-invigorate the team and the work. Importantly, we are looking for someone who is not afraid to think beyond what seems possible today, helping us imagine and dream what could be in the future.

The ideal candidate for this role will be comfortable leading civic experiments with a preferred focus on equity and inclusion, and developing iterative deployments to meet the needs of residents and city departments. A key driver for success in this work will also be the ability to persuasively tell the stories of this work.

To ground this job description in values, here is an incomplete, over-simplified glimpse into some of the things we hold dearest as a team:

**Trust + be trust-able.** We aim to practice what we preach. We trust our partners (internally and externally) and work to earn their trust in return.

**Be delightful.** There’s a lot going on out there in the world. We believe in the value and heart of finding moments of delight in the everyday.

**Reframe innovation as care.** What if we thought about innovation not as “moving fast and breaking things,” but rather, as an exercise in care—caring for, caring with, caring about—and centered that approach as the novelty that we’re trying to institutionalize?

**Lead with curiosity.** An important role we often play for our partners is to bring a beginner’s mindset and ask the unasked questions. Our curiosity helps us learn more about the people, places, and prototypes we love.
Engage in reliability + grace. We show up (sometimes before our partners even ask us to). We try to do so with humility, vulnerability, and grace.

Err toward entrepreneurialism. There’s a million reasons why something can’t be done. What if we lean toward a can-do spirit of “why not”?

Responsibilities:
Primary Responsibilities and Tasks

- Flexibly use MONUM’s “model” of explore, experiment, evaluate to deliver exceptional services to Boston’s residents, workers, visitors and more
- **Explore**—across disciplines and from multiple sources—connections between strategies and tactics that push forward on the Mayor’s vision for a thriving, healthy, and innovative Boston
- **Experiment**—in partnership—thoughtfully and critically to highlight hidden value, anticipate potential futures, and invite more people to participate in our shared democracy
- **Evaluate**—qualitatively and quantitatively—whether a prototype brings value, joy, wonder, efficacy, delight, or any range of outcomes that are beneficial toward building an equitable and just Boston
- Connect with partners and stakeholders in civic innovation work, including internal partners across agencies and external partners such as community groups, startups, artists, university partners, small businesses, foundations, and more
- Lead several experiments at a time, while also participating in internally facing work, such as hiring for our fellowship programs, helping other departments with tactical requests, and other things that invariably will come up when working in a dynamic, responsive environment
- Learn from others who have walked here before us: understand the context of MONUM within City Hall; care for the knowledge and institutional impact of previous work; value perspectives from other cities and other staff
- Document and share what you learn through your work: writing, visually representing, speaking at classes and at conferences, participating in MONUM’s “front door” approach to taking meetings and talking about the work
- Other duties as determined or specifically requested by the team’s co-chairs

Some nights or weekend events may be required as determined by the specifics of your portfolio of projects.
Minimum Entrance Qualifications:

- Candidates should be strong relationship builders, comfortable with risk, and passionate about solving hard civic challenges with creative, original solutions.
- We look for people with a track record of execution. We want team members who are comfortable both working alone and in a highly collaborative office.
- We look for people who have an innate ability to construct strong relationships with community partners and represent the City of Boston.
- We seek individuals with subject matter expertise in areas such as design, public policy, storytelling, social justice, urban planning, or community engagement, as well as specific content knowledge and broad curiosity about cities. Ideal candidates will have experience being able to blend those subject matters.
- Ideal candidates should be “self-starters” and comfortable with charting their own course in complex and seemingly hierarchical organizations. Experience working within local government is appreciated, but not essential.
- Must be proficient with the Google Suite, spreadsheets, and have strong written and verbal communication skills.
- Additional language proficiency in one of the City of Boston’s top ten commonly requested language accommodations is preferred
- A diverse set of work experience in this field is preferred, appropriate educational substitutions may be made, such as a Master’s degree in urban planning, public policy, or a related field.

Apply by completing the application at this link: tinyurl.com/monumprogramdirector

The position will report to Kris Carter, Co-Chair of the Mayor’s Office of New Urban Mechanics.

City of Boston Residency is Required

Terms / Compensation
Non-Union/Salary Grade: MO-11
Salary range: 80,699 - 90,167
Hours Per Week: 35 hr