



POSITION DESCRIPTION

JOB TITLE:	Senior Director for Research
DEPARTMENT:	National Defense Industrial Association (NDIA) Emerging Technologies Institute (ETI)
STATUS:	Exempt
REPORTS TO:	ETI Executive Director

POSITION SUMMARY

NDIA Emerging Technologies Institute (ETI) seeks a Senior Director for Research who will report to the Executive Director. This position will oversee ETI's research and analysis on a variety of technical subjects relevant to the mission of ETI. The Senior Director will lead and coordinate research efforts, participate in convened panels and events, lead and participate in the production of reports, papers, and position pieces that represent study findings.

Major Responsibilities:

- Oversee ETI's research portfolio, including schedule, budget, and supporting personnel.
- Manage the development of new research initiatives and projects.
- Represent ETI to internal and external stakeholders, especially NDIA members and the Department of Defense.
- Collaborate with the Executive Director and Associate Director for Operations on overall strategic direction of ETI.
- Conduct research on topics of relevance to the ETI mission.

Specific Responsibilities:

- Oversee research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Strengthen existing relationships with NDIA internal teams, as well as NDIA divisions and chapters.
- Build research teams including members leveraged from various NDIA constituencies and other ETI fellows.
- Attend, present at, and participate in NDIA and non-NDIA events, including conferences, meetings, and workshops.
- Support ETI's Executive Director in seeking funding from external sources to support NDIA research activities.
- Help in formulating specific projects and identifying interested stakeholders.
- Engage with internal and external stakeholders in the representation and development of research results and products.
- Conduct research on technical subjects within the ETI mission.
- Prepare reports, briefings, presentations, etc. suitable for audiences at multiple levels, including for inclusion in peer reviewed venues.
- Serve as subject matter expert in one or more emerging technology areas and related policy matters.
- Perform additional duties as assigned.

QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED

- Secret clearance (Preferred).
- Advanced degree in a technical or policy related discipline, PhD preferred, or equivalent combination experience to include government, military, legislative, academia, and/or nonprofit organizations.
- Five (5) or more years working in the broad national security technology or policy community, in government, industry, or academic organizations.



- Senior Director should be able to manage research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Knowledge of Department of Defense personnel, organizations, policies, culture, and practices relevant to NDIA and ETI efforts.
- Prior experience working at the Department of Defense (Preferred).
- Ability to communicate effectively with a wide group of colleagues, partners, and discipline leads.
- Ability to thrive in a demanding environment.
- Commitment to ETI and NDIA Mission.
- Strong public speaking ability.

INTERNAL RELATIONSHIPS

- Maintains close and frequent contact with the ETI Executive Director and Associate Director for Operations.
- Maintains close and frequent contact with other elements of NDIA including Executive leadership; Meetings, Divisions, and Partnerships team; Marketing and Communications team; Membership team, and Strategy and Policy team.

EXTERNAL RELATIONSHIPS

- Has extensive contact with colleagues in government, industry, and academia.
- Participates in discipline-specific societies, conferences, workshops, etc.
- Able to form and maintain constructive partnerships with external organizations.

ADA SPECIFICATIONS

This position involves moderate travel of up to a week to 10 days duration, and the ability to work from off-site. Must be able to travel locally to meetings and to events. This is an office position that may require bending and lifting and requires the use of a computer and office machines.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties, as necessary. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.