POSITION DESCRIPTION

JOB TITLE: Senior Fellow

DEPARTMENT: **Emerging Technologies Institute (ETI)**
STATUS: **Exempt**
REPORTS TO: **ETI Executive Director/ETI Deputy Director**

POSITION SUMMARY

NDIA Emerging Technologies Institute (ETI) seeks Senior Fellows who will report to the Executive Director. This position will perform research and analysis on a variety of technical subjects relevant to the mission of ETI. Fellows will support and lead studies, participate in convened panels and event, and produce reports, papers, and position pieces that represent study findings.

Major Responsibilities:
- Conduct basic and applied research to address topics of relevance to the ETI mission.
- Manage research projects, including schedule, budget, and supporting personnel.
- Lead teams of research colleagues to develop new research initiatives and projects.
- Represent ETI to press and outside stakeholders.
- Manage research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Work with the Executive Director and Deputy Director to provide input on overall strategic directions.

Specific Responsibilities:
- Conduct research on technical subjects within the ETI mission.
- Build and lead research teams including members leveraged from various NDIA constituencies and other ETI fellows.
- Provide strategy for specific projects and identifying interested stakeholders.
- Engage with internal and external stakeholders in the representation and development of research results and products.
- 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.
- Perform additional duties as assigned.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED
Secret clearance (Preferred)
- Advanced degree in a technical or related discipline, PhD preferred, and 5 years of professional experience in government, military, legislative, academia, and/or nonprofit organizations required, or an equivalent combination of education and experience. In addition to managing research and policy projects, Senior Fellows should be able to initiate new research efforts for ETI, mentor colleagues, and lead larger research teams.
- Demonstrated ability to effectively manage research projects and lead a research team.
- Ability to communicate effectively with a wide group of colleagues, partners, and discipline leads.
- Ability to thrive in a fast-paced environment.
- Commitment to ETI and NDIA Mission.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

INTERNAL RELATIONSHIPS
- Maintains close and frequent contact with the ETI Executive Director and Deputy Director.
- Helps mentor early-career research staff.

EXTERNAL RELATIONSHIPS
- Has extensive contact with research colleagues in government, industry, and academia.
- Participates in discipline-specific societies, conferences, workshops, etc.

ADA SPECIFICATIONS

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