



## **Job Posting: SWF Seeking a Project Manager**

Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a full-time Project Manager, Space Environment to analysis and support for SWF's core mission areas of space sustainability, including space situational awareness, space traffic management and coordination, orbital debris mitigation and remediation, and space security. **This position will be based in either SWF's Broomfield, Colorado or Washington, DC office as a hybrid position requiring a few days in the office each week and a regular remote work schedule.**

As the only organization devoted entirely to space sustainability, the Secure World Foundation strives to be a trusted and objective source of leadership and information on space security, sustainability, and the use of space for benefits on Earth. We use a global and pragmatic lens to study and evaluate proposed solutions to improve the governance of outer space. While recognizing the complexities of the international political environment, SWF works to encourage and build relationships with all willing stakeholders in space activities, including government, commercial, military, civil society, and academic actors. Central to this approach is increasing knowledge about the space environment and the need to maintain its stability, promoting international cooperation and dialogue, and helping all space actors realize the benefits that space technologies and capabilities can provide.

## **Job Description**

**Candidates must have space situational awareness, space traffic management and coordination, orbital debris mitigation and remediation, or space security experience.**

The primary responsibility of the Project Manager is to manage the day-to-day activities arising from the implementation of the Foundation's program plan, which involves creating and managing project content and related initiatives. This position will focus on providing technical analysis and support for SWF's core mission areas of space sustainability including space situational awareness, space traffic management and coordination, orbital debris mitigation and remediation, and space security. The Project Manager will work with SWF staff on implementing assigned projects; from time to time, the Project Manager may be required to coordinate with, mentor, and train junior program support staff, interns, and volunteers.

The Project Manager reports to the Director, Program Planning with a dotted-line to the COO.

## **Responsibilities**

- Assists Program Managers with implementation of assigned projects, including research and analysis, planning, budget development, and financial record keeping of program activities
- Works with teams and independently to manage work streams and external stakeholder engagements related to a broad range of space policy and technical project topics
- Plans, organizes, and directs project activities
- Assists and/or leads planning and implementation of project schedules and monitors the assigned project(s) from inception through delivery
- Travels (local, regional, national and/or international), as required, to meet with stakeholders, oversee project implementation, or attend events related to the assigned project(s)
- Communicates project status, issues, results, and impacts internally
- Interacts regularly with their supervisor in order to provide project updates and reports on the state of the project.
- Participates in and represents SWF in events and conferences at regional, state, national and international meetings
- Maintains knowledge of the substantive areas of SWF's activities
- Maintains knowledge of and relationships with other agencies and organizations whose policies and practices have implications for SWF's strategic direction
- Oversees the work of external vendors and negotiates external contracts, as designated by the Executive Director and/or Director of Program Planning, and subject to approval by the COO
- Maintains awareness of trends, conditions, and internal processes and practices impacting projects
- Proposes new projects or project sub-activities for senior management approval
- Participates in conversations and work to support SWF's continued strategic growth and to develop, implement, track, and report on annual and project plans in support of its strategic direction
- Publishes or co-publishes articles related to SWF program activities and contributes to SWF publications
- Ensures that all relationships developed on behalf of SWF have up-to-date contact information and parameters available to the Foundation team

## **Experience, Qualifications, and Skills**

- 2-5+ years of experience working with an organization in a Project/Program Analyst or Manager capacity required
- Experience working in topics related to SWF's mission - relevant government, industry or military working experience is a plus
- Master's level degree in a field related to space situational awareness, space traffic

management and coordination, orbital debris mitigation and remediation, or space security is desirable, or alternatively evidence of equivalent work experience gained from working in one or more of these fields

- The minimum acceptable academic qualification for this position is a Bachelor's level degree in a policy field such as international relations, public policy, public administration, political science or a technical field such as engineering, mathematics, physics, or other related science.
- Demonstrated knowledge of space sustainability technical topics such as orbital debris mitigation and remediation technologies and policies, conjunction assessment, space situational awareness, orbital analysis, orbital mechanics, observational astronomy, space surveillance technologies, space domain awareness, RF environment, and/or space security
- Expertise in collecting, interpreting, analyzing, presenting, and representing qualitative and quantitative data to audiences with varying backgrounds
- Experience in organizing and executing workshops, events, or other similar activities is strongly preferred
- Experience in public speaking and presentation is preferred
- Strong interpersonal skills and experience working as a member of a diverse, geographically scattered team is highly desirable
- Demonstrated facility with computer skills, including proficiency in Microsoft Office products and experience with Google Workspace products and other electronic collaboration tools
- Prior and proven skill and/or experience collaborating with a team of people
- Written communication skills to support drafting and editing of articles, research publications, policy/white papers, as needed
- Professional experience living and working in more than one culture is a plus
- Ability to perform professionally in English is required and skill in at least one additional language is a plus

### **Competencies**

- Ability to work independently with minimal supervision
- Ability to prioritize tasks
- Ability to work collaboratively in a team environment
- Ability to work in complex and evolving situations
- Ability to think creatively and function pragmatically
- Ability to develop clear goals consistent with organizational policies and strategies
- Ability to foresee risks and allow for contingencies when planning
- Ability to monitor and adjust plans and actions as necessary
- Ability to listen to others, correctly interpret messages, and respond appropriately
- Ability to tailor language, tone, style, and format to match the audience
- Ability to maintain a high level of discretion and confidentiality
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility to agreed time, cost, and quality

standards.

SWF is offering an annual salary of \$70,860 - \$80,000, depending upon experience, for this full-time, exempt position. Benefits are offered, including: paid holiday, vacation and sick time, 401(k) with employer match, health insurance, vision and dental insurance and more. Applicants must be legally authorized to work in the United States; SWF cannot support the work visa process.

Qualified candidates, please send a cover letter (outlining your interest in supporting SWF's mission and your preferred location of Broomfield, Colorado or Washington, DC), and your resume to **opportunities@swfound.org**. Title the subject line of your email: Project Manager. **No phone calls, please.**

Candidates will be reviewed on an ongoing basis until December 2<sup>nd</sup>, 2024. Early application is recommended. The anticipated start date is January 6<sup>th</sup>, 2025.

The Secure World Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics.

SWF is committed to promoting and supporting more diverse, inclusive, and equitable engagement in discussions on issues related to the secure, sustainable, and peaceful uses of outer space. We believe that we can harness the inspirational power of space to be as inclusive as possible in our workplace and in all our activities, to help create a more tolerant, more inclusive, and more humane society, right here on Earth. We know that bringing diverse voices to the table yields better solutions. Space offers us the opportunity to gather the best ideas in creating the systems that will help us keep space sustainable and of benefit to all humanity.