

If you're curious about the future, want to
inspire change + make the future now ...
... you might like it here!

Research Director, Work + Learn Futures Group Institute for the Future

Institute for the Future (IFTF) is a network of people changing the world through foresight. We think systematically about the future to catalyze change of all kinds, from top-down to bottom-up, technological to social, within an industry or with people on the frontlines in community. We offer tools and experiences that equip people with a foresight mindset and the capacity to envision the future and inspire strategic action. We provoke imagination through scenarios and stories that invite everyone to consider new possibilities. And we collaborate globally with innovators, artists, entrepreneurs, and leaders that inspire new possibilities and collaborative action.

We want you to join our team! We're hiring for a Research Director position. We're seeking a dynamic, mid- to senior-level director to help grow our Work + Learn Futures Group and catalyze long-term futures thinking around the globe. The successful candidate will join an interdisciplinary team and lead projects and initiatives that support the success of the Work + Learn Futures Group. The Work + Learn Futures Group is a group of thinkers and doers exploring how people are changing the world through integrating learning and working into their lives. The Work + Learn Futures Group supports strategic foresight research into the urgent futures of working and learning that will shape the next decade across the business, social, and civic spheres. The position is based in Palo Alto, California, and includes domestic and international travel.

IFTF offers a creative environment and the opportunity to work with partners and stakeholders of all kinds, from hackers and activists, journalists and startups, to governments and multinational corporations. Think of this position as your opportunity to actively shape the future!

The IFTF Research Director will:

- Be a demonstrated leader in an organization, field of expertise, or community
- Have strong education + work policy and practice experiences
- Practice futures thinking with an open mind and lead foresight research projects
- Design experiences and group processes with an eye toward strategic outcomes
- Have a communication style that inspires and facilitates collaboration
- Be entrepreneurial with a high networking IQ and a resourceful connector

- Have a passion for designing and facilitating strategic foresight workshops, and interacting with our partner organizations
- Bring leadership experience to the mission of making change with foresight and having real-world impact
- Have content expertise in technology and one or more other areas: health, food, work, learning, etc.
- Work collaboratively with colleagues on ongoing research and project-based work

DUTIES + RESPONSIBILITIES

Foresight Research and Experience Design

- Design and conduct small to large scale foresight research projects
- Develop and participate in workshops and immersive client engagements
- Learn IFTF's foresight tools and methods to facilitate processes with our partners
- Communicate key research findings internally to peers and externally to clients and partner organizations in writing and in person

Client + Partner + Project Management

- Effectively multitask and track multiple projects, clients, deadlines, and deliverables
- Proactively manage project implementation, including coordination with our network of affiliates and design + production staff
- Support the work of IFTF's Work + Learn Futures Program efforts, including workshops, conferences, and public events
- Work with other Research Directors and Labs to curate content and develop strategic insights for partners and other audiences

Business Development + Outreach

- Contribute to building a healthy and active pipeline of sales opportunities
- Work with IFTF sales team and others to reach sales and fundraising targets
- Write updates for clients, partners, and IFTF's public media channels such as the Future Now blog, website, newsletters, and social media

EDUCATION + DESIRABLE QUALIFICATIONS

- Expertise in research and policies at the intersection of education/learning and workforce development/talent management, and future of work
- Experience with non-profit, community, research, or design organizations
- Demonstrated passion and practice to imagine the future and spread a futures mindset
- Skilled writer and communicator
- Proven project leadership skills with the ability to work across multiple projects concurrently while meeting deadlines
- Ability to learn, listen, accept feedback, and work with diverse teams
- Comfortable in a creative, experimental, minimally-structured environment



- Self-starter with flexibility and openness to new ideas
- Master's degree in a related field plus 3-5 years of work experience, or bachelor's degree plus 5-7 years of experience in a related field
- Technology research and content expertise desired

TERMS OF POSITION

This position is full-time, based in Palo Alto, California, and includes domestic and some international travel. The position requires a minimum number of days per week in the office and the ability to collaborate remotely as needed.

HOW TO APPLY

Send 1) **cover letter**, 2) **resume**, and 3) **project portfolio** to iftfjobs@iftf.org. Applications must be received by noon Pacific Daylight Time on **August 27, 2018**. Applicants will be reviewed on a rolling basis with preference for candidates who can start no later than September 20, 2018. All inquiries and questions should be directed to iftfjobs@iftf.org.

PLEASE NOTE: Applications without a cover letter, resume, and project portfolio will not be considered.