Senior Account Manager  
IFTF Vantage  
Institute for the Future

Institute for the Future (IFTF) is a 52-year old nonprofit research and education organization dedicated to helping organizations and communities systematically think about the future in order to make better choices today. We offer tools and experiences that equip people with a foresight mindset and the capacity to envision the future and inspire strategic action. We use a variety of analytical and creative techniques to provoke imagination and invite everyone to consider new possibilities. We work in a wide range of domains—philanthropy, education, food, health, technology, and others. 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 seeking a dynamic, mid-level account manager with a depth of experience managing a caseload of diverse partners. IFTF Vantage partners represent businesses, governments, and social impact organizations from around the world that require the most comprehensive view of future forces directly affecting their organizations. The position requires comfort with engaging in content conversations across multiple domains and sectors (e.g., education, economics, health, technology, food, or other) with a service-oriented mindset, both to help partners catalyze long-term futures thinking within their organizations and to maximize the value of their IFTF partnership. The successful candidate will join an interdisciplinary team and take responsibility for a caseload of partners ensuring their full engagement, participation, and retention in the full set of services and experiences that are part of their IFTF Vantage partnership.

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 Vantage Account Manager** will:

- Demonstrate 3-5 years of account management experience
- Effectively communicate in writing and in presentation
- Show a disciplined approach to outreach and partner engagement
- Have the ability to grow, retain, and deepen partner relationships
- Be entrepreneurial with a high networking IQ
- Demonstrate comfort with a wide range of communication preferences and tools
- Work collaboratively with distributed colleagues
DUTIES + RESPONSIBILITIES

Foresight Research + Strategy
- Communicate the value of long-term thinking to partner organizations
- Develop and participate in workshops and immersive partner engagements
- Showcase the value of IFTF’s foresight tools and methods to partner organizations
- Collaborate with researchers to communicate key foresight research to partner organizations

Clients + Partners + Teams + Project Management
- Effectively track multiple partners to anticipate needs and service opportunities
- Proactively manage partner relationships, as their first point of contact
- Maintain and deepen key relationships with partner organizations
- Work with researchers to curate content and develop strategic insights

Business Development + Outreach
- Contribute to an active pipeline of project opportunities with partner organizations
- Support the 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
- Bachelor’s degree in a related field plus 3-5 years of account management experience
- Skilled writer and communicator
- Proven leadership skills and demonstrated commitment and passion for the future
- Strong ability to prioritize and manage multiple responsibilities and incoming requests
- Ability to learn quickly, listen, accept feedback, and work with diverse teams
- Comfortable in a creative, experimental, distributed work environment
- Self-starter with flexibility and openness to new ideas and methods

TERMS OF POSITION

This position is open until filled, is full-time, and may include domestic and some international travel. IFTF is based in Palo Alto, CA, and is currently working in a distributed virtual environment. The position requires communicating presence and the ability to collaborate remotely.

HOW TO APPLY

Send a cover letter and resume to iftfjobs@iftf.org. Candidate applications will be reviewed on a rolling basis until the position is filled.
Please Note: Applications without both a cover letter and resume will not be considered.

Institute for the Future values a diverse workplace and strongly encourages people of color, LGBT individuals, women, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. IFTF is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

Institute for the Future is the world’s leading futures thinking organization. For over 50 years, businesses, governments, and social impact organizations have depended upon IFTF global forecasts, custom research, and foresight training to navigate complex change and develop world-ready strategies. IFTF methodologies and toolsets yield uncommonly coherent views of transformative possibilities across all sectors that together support a more sustainable future. Institute for the Future is a registered 501(c)(3) nonprofit organization based in Palo Alto, California.