**Research Director**  
**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-to-senior level research director with a depth of content knowledge, analytical skills and expertise in a particular domain (education, economics, health, technology, food, or other) but with an ability to work across multiple domains to help catalyze long-term futures thinking. The successful candidate will join an interdisciplinary team and lead projects and initiatives that support the success of IFTF’s strategic foresight research that will shape the next decade across business, social, and civic spheres.

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:

- Demonstrate content expertise and leadership in one or more areas: technology, health, economics, food, work, learning, etc.
- Practice futures thinking with an open mind and lead strategic foresight projects and teams
- Design experiences and group processes with an eye toward strategic outcomes
- Communicate in ways that inspire and facilitate collaboration
- Be entrepreneurial with a high networking IQ
- Bring leadership to the mission of catalyzing change with foresight and having real-world impact
- Work collaboratively with distributed colleagues on ongoing research and project-based work

**DUTIES + RESPONSIBILITIES**

**Foresight Research + Strategy**

- Design and conduct small to large scale strategic foresight projects
- Develop and participate in workshops and immersive partner engagements
- Learn and teach IFTF’s foresight tools and methods to partners and communities
- Communicate key research findings in writing to peers and partner organizations

**Client + Partners + Teams + Project Management**

- Effectively multitask and track multiple projects, teams, clients, deadlines, and deliverables
- Proactively manage project implementation, including coordination with our network of affiliates
- Maintain key relationships with partner organizations and research networks
• Work with other Research Directors and Labs to curate content and develop strategic insights
• Honor IFTF’s essential community processes and values

Business Development + Outreach
• Contribute to building a healthy and active pipeline of project 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
• 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
• Skilled writer and communicator (required)
• Demonstrated commitment and passion for the future
• Proven leadership skills with the ability to work across multiple projects
• Ability to learn fast, 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 and is full-time, based in Palo Alto, California, and includes domestic and some international travel. IFTF 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. Please submit a two-page writing sample of your work. **Application Deadline: June 5, 2020. Candidate selection by July 1, 2020.**

**PLEASE NOTE: Applications without a cover letter, resume, and writing sample will not be considered.**

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.