

Vice President of Programs

The United States Geospatial Intelligence Foundation (USGIF) is a dynamic and agile 501(c)(3) nonprofit educational organization with \$7 million in annual revenue. USGIF is the convening authority for the multi-billion-dollar global Geospatial Intelligence (GEOINT) Community. We are seeking a motivated and energetic full-time Vice President of Programs to fill a current vacancy as part of a high-performing team at our Herndon, VA headquarters. This is a unique opportunity to be engaged in national and international security efforts at the highest levels, shaping program content to contribute meaningfully to U.S. and Allied defense, intelligence, and homeland security efforts. USGIF also leads the introduction of geospatial intelligence as a business term of art in the commercial sector. Come join USGIF as a senior leader as we: Build the Community, Advance the Tradecraft, and Accelerate Innovation for the GEOINT Community.

The Vice President of Programs plays a pivotal, high visibility role as a member of the Senior Leadership Team, leading content development for all the Foundation's events and programs. This includes the Foundation's signature annual GEOINT Symposium, which draws as many as 5,500 total attendees from more than 30 countries, delivers a diverse program related to training, education, and professional development, and showcases 300 exhibitors in over 100,000 sq. ft. of exhibit space. The VP of Programs will be integrally involved with the launch of a new, commercially-focused geospatial intelligence event: *trajectoryXyzt*. Additionally, the VP of Programs will manage content development for a variety of workshops tackling enduring and emergent topics of interest in the areas of intelligence, defense, and homeland security—and, increasingly, the commercial sector.

The VP of Programs will also oversee overall membership engagement, to include championing the interface with member volunteers leading critically important Working Group efforts.

Critical Duties and Responsibilities:

- **GEOINT Symposium, *trajectoryXyzt*, Workshops, and Events**
 - Serves as a member of the USGIF Senior Leadership Team providing direction for the Foundation's events and activities
 - Leads program development, agenda creation, and serves as primary contact for senior leaders of external organizations and stakeholders
 - Serves as Chair of the USGIF Planning Committee and engages the Foundation membership to contribute integrally to the planning and execution of events
 - Develops themes and agendas for events, invites and coordinates with speakers, and works with speakers' staffs to ensure successful on-site experiences
 - Serves as on-site lead to ensure event agenda is executed appropriately, troubleshoot issues, and manage event production staff/vendors as appropriate
 - Coordinates with event producer and production team to ensure production capabilities and speaker needs align
 - Communicates dates, FAQs, and key deadline changes to internal stakeholders (e.g., Senior Leadership Team, senior department staff, customer service) and external stakeholders (e.g., speakers, assistants, travel coordinators, public affairs staff)
 - Facilitates regular team meetings and communicates team decisions, action items, and interim and final reporting (accurate, thorough, meaningful)
 - Develops and maintains a detailed project plan and agenda for all events

- Monitors timeline and fulfillment of deliverables
 - Delivers information timely to assist cross-staff efforts for marketing, exhibits sales, registration, and exhibit operations
 - Ensures website reflects key messages and participants of the meeting/event
 - Works with Planning Committee on resolving any session/speaker conflicts
 - Evaluates effectiveness of programs and communicates improvement opportunities for follow-on events and meetings
- **Working Groups and Committees**
 - As the Planning Committee Chair, acts as the coordinator and liaison to, and across, the USGIF working groups, committees, and their co-chairs driving engagement and membership
 - Confirms meeting topics and/or categories with co-chairs and offers cross-working group and committee themes from consideration
 - Attends working group and committee meetings as a USGIF resource and GEOINT subject matter expert
 - Identifies cross-committee collaboration opportunities
 - Hosts and leads quarterly co-chair meetings/forums
 - Develops, with working group and committee chairs, fiscal year budgets for events, activities, and deliverables
 - Collaborates with working group and committee chairs to create the respective agendas and plans for their working group meetings and activities
 - Assists working group and committee chairs with other products and deliverables such as white papers, meetings, informational sessions, training, etc.
 - Highlights committee feedback on hot topics, scope, and suggestions

Work Experience

- Minimum of 5 years' experience working in or with the geospatial intelligence or a related community
- Minimum of 5 years leading direct reports and managing contractors/vendor relationships
- Strong familiarity with the U.S. defense, intelligence, and homeland security communities, and the technologies and trends within the broader geospatial intelligence industry
- Familiarity with small business operations and/or nonprofit operations and management is a plus

Education and Knowledge/Skills/Abilities

- Bachelor's degree required; Geospatial Sciences, Political Science, Marketing, or Communications preferred. Related advanced degree is a plus
- Excellent interpersonal and communication (oral and written) skills
- Must be a solid leader, a motivated follower, and a collegial teammate
- Ability to multi-task, prioritize, and meet deadlines in a fast-paced environment
- Excellent computer skills with proficiency in Microsoft Office
- Must be able to travel nationally occasionally and internationally (rarely)
- Familiarity with AMS or CRM tools a plus
- Active or recent TS/SCI clearance a strong plus
- Ability to obtain a TS/SCI clearance highly desirable

Additional Information

- Competitive salary commensurate with experience
- Paid health and dental benefits
- Matching 401(K)
- Generous Paid Time Off
- Excellent work environment and a close-knit, high-performing team
- Telework and flexible schedule opportunities

How to Apply

Please email a both a cover letter with salary requirements, and résumé to Kelly Palmer at kelly.palmer@usgif.org with “VP of Programs” in the subject line. **The opportunity to apply for this position closes on 31 August 2018.**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.