



**National Center for Advanced Technologies, Inc.**  
**1000 Wilson Boulevard, Suite 1700, Arlington, VA 22209-3901**  
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Job Title: Executive Director, NextGen Institute

**Purpose:** To hire the Executive Director of the NextGen Institute (the “Institute”, an NCAT contracted activity).

**National Center for Advanced Technology, Inc. (NCAT)** is a non-profit corporation that provides a national focal point for the coordination of scientific research and development of advanced technologies predicated upon a cooperative relationship between government, academia, and business in the public and national interest. NCAT also analyzes government policies concerning research and development of advanced technologies and to formulate improved approaches to such research and development in the national and public interest.

**Next Generation (NextGen) Air Transportation System Institute** was created by an Other Transactions Agreement (OTA) between NCAT and the FAA in March, 2005 to provide the fair, open, and balanced means for government and private sector collaboration on the Institute. The Institute operates in support of the inter-agency Joint Planning and Development Office (JPDO), and allows execution of contracts in support of the JPDO’s mission. . This partnership enables collective enterprise between government and the private sector in order to coordinate goals and priorities, and to define, develop, and implement a NextGen System capable of meeting the safety, security, capacity, efficiency, and productivity demands of 2025.

**Nature and Scope of Work:**

Chief Executive and Administrator of the Institute. Responsible for overall operations of the Institute and compliance with the governance of the OTA between NCAT and the FAA that establishes and maintains the requirements of the Institute. Accountable for the performance of all technical and professional activities undertaken by the Institute.

Works with the JPDO Director, or his/her designee, concerning what tasks, issues, studies, and other assignments the Institute shall undertake, what products will be produced, setting the schedule for milestones and completion of the tasks, and what resources will be necessary and available to successfully complete those tasks.

Oversees the contracting process in compliance with the governing OTA requirements for work requested by the JPDO, including solicitation of competitive bids for work requested by JPDO, management of the process for contract awards, and management of contractor performance. This includes understanding requirements and desired outcomes, understanding what it takes to do the work (technical, cost and schedule), understanding the strengths and weaknesses of various vendors, facilitating a successful contract award, and successfully monitoring the contract and knowing when to engage the Government.

Responsible for understanding the JPDO mission and generating/proposing work plans that are supportive of the mission.

Responsible for soliciting, selecting and assigning experts to tasks, staffing working groups (including industry participation of JPDO Study Teams), and assuring quality control of their products. Works with working group and study team participants to ensure inclusion of broad industry perspectives and strong subject matter expertise. Periodically assesses whether industry participation is successfully producing deliverables that are of value to the JPDO and supportive of the NextGen System initiative.

Responsible for proper financial management of the Institute, including ensuring continued funding of the Institute, establishing the Institute operations budget and obtaining necessary approvals, and ensuring proper billing and payment functions.

Responsible for maintaining and operating the Institute's offices, keeping its books and records, employing and supervising technical, professional, and administrative staff for the Institute's activities, and performing other related duties as required to ensure the effective operation of the Institute. Responsible for organizing meetings, symposia, and roundtables, publishing reports, working and white papers, and summaries of proceedings. Ensures auditable processes are developed, maintained, and complied for all requirements of the governing OTA.

**Reporting and Supporting Duties:**

The Executive Director and Institute staff are employees of the National Center for Advanced Technologies and are governed by its employment policies and processes.

This position reports to the National Center of Advanced Technologies, Inc. (NCAT) for proper management to the terms of the governing Other Transaction Agreement (OTA) between NCAT and the FAA that establishes and maintains the requirements of the Institute, including staffing, budgetary matters, management processes and other fiduciary responsibilities of the position.

This position reports to the NextGen Institute Management Council (IMC) on the development, approval and articulation of Institute technical or policy recommendations and products related to the development and implementation of the NextGen System. The IMC will be kept updated by this position on work being performed under the Institute, how that work relates to the mission of the JPDO and an assessment of the value and quality of the product being developed.

The Executive Director supports the IMC extensively, including: preparing the IMC meeting agendas to include staffing the agenda items; scheduling pre-briefs for the IMC Co-Chairs in advance of the meetings; keeping the IMC members apprised of the status and progress of Institute activities through regular NextGen Institute updates and activity reports; and, keeping the IMC apprised of the status and progress of major JPDO projects.

**Qualifications, Skills and Experience:**

- 4-Year degree in related field
- 10+ years executive program management experience
- Experience managing complex technical programs or organizations; demonstrated ability to produce in high pressure situations with competing priorities
- Demonstrated experience in contracting from the industry perspective
- Excellent verbal and written communication skills
- Broad understanding of air transportation system
- Demonstrated capability in collaboration and consensus building with industry and government partnerships; proactive, visionary leader with proven ability to inspire and create coalitions or partnerships
- Must have highest level of ethical standards and integrity
- Demonstrated political acumen
- Demonstrated ability to provide strategic thinking and direction

**Additional Information:** Nominal Institute budget for FY' 10 is \$685,000 for its baseline operations. Additional funding is provided by FAA for contractual work requested by the JPDO.

**Position Opens:** April 21, 2010

**Position Closes:** When filled

**Expected Start Date:** Immediate

For further information, please see the NextGen Institute website at [www.ncat.com](http://www.ncat.com) or the JPDO website at [www.jpdo.gov](http://www.jpdo.gov). Please send all resumes, cover letters and salary requirements to: [brian.crowley@aia-aerospace.org](mailto:brian.crowley@aia-aerospace.org).

Note: This position is wholly dependent upon continued funding from the JPDO.