



**NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230**

**IIP 16-001**

**Dear Colleague Letter: Directorate for Engineering (ENG), Division of Industrial Innovation and Partnerships (IIP), Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) - Employment Opportunity for Program Director Positions (Open Until Filled)**

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February 26, 2016

Dear Colleagues:

The Division of Industrial Innovation and Partnerships (IIP), within the Directorate for Engineering at the National Science Foundation, announces a nationwide search to fill multiple Program Director positions for the Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) program.

Formal consideration of interested applications will continue until these positions are filled.

Program Directors have an unparalleled opportunity and responsibility to ensure the NSF SBIR and STTR programs fulfill their mandate as "America's Seed Fund", and that these programs support the next generation of innovative, high-growth technology enterprises. Program Directors solicit and review applications, consider external advice from technical and commercial experts, perform due diligence on potential awards, make funding recommendations, and provide guidance and oversight to awardee small businesses. They are also responsible for service to Foundation-wide activities and initiatives that together accomplish NSF's strategic goals to: 1) Transform the Frontiers of Science and Engineering, 2) Stimulate Innovation and Address Societal Needs through Research and Education, and 3) Excel as a Federal Science Agency.

The National Science Foundation's SBIR/STTR programs provide grants to small businesses with the goal of stimulating the Nation's technological innovation. The SBIR/STTR programs play a key role in translating technical innovation and scientific discovery into commercial outcomes, and associated broader societal impact, through support of innovation research at small business enterprises. NSF SBIR/STTR seeks to support companies with early-stage technologies that require additional research and development in order to enable successful commercialization. The technologies which NSF SBIR/STTR funds must be highly innovative with strong commercial potential and satisfy a market need. Emphasis in the proposal review process is placed on the novelty of the technology as well as the potential of the small business to translate NSF's support into commercial impact in the marketplace. These programs collectively support several hundred small businesses each year, across a vast range of technical and market areas.

Individuals selected for this position will serve as Program Directors. Program Directors are responsible for:

- Spearheading NSF's merit review process, which relies on advice and feedback from technical and commercial experts to guide NSF funding decisions regarding SBIR and STTR applications;

- Working closely with awardee companies before, during, and after NSF funding, to provide guidance and mentorship and to maximize the chance of project and company success;
- Conducting due diligence on potential SBIR and STTR awardee small business in advance of funding recommendations, in order to ensure the highest quality of funded projects and to ensure that NSF policies and procedures are followed;
- Working with the program staff NSF-wide, as well as external communities of innovators, entrepreneurs, and investors, to apprise them to the opportunities and requirements of the SBIR/STTR programs;
- Designing, developing, managing, coordinating, and implementing small business solicitations, conferences, publications, and reports;
- Developing and presenting clear and concise explanations and interpretations of NSF policies and research program initiatives for small businesses, the academic community, large industrial firms, the investment community, state and local governments, and other federal agencies.

## QUALIFICATIONS

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Ph.D. in an area of science or engineering, plus after award of the Ph.D., six or more years of successful research, research administration, entrepreneurial, investment, and/or managerial experience pertinent to the position; OR a Master's degree in an area of science or engineering, plus, after award of the Master's degree, eight or more years of successful research, research administration, entrepreneurial, investment and/or managerial experience pertinent to the position. The position requires effective oral and written communication skills. Prior experience in roles related to the commercialization of innovative products, in either small or large businesses, is sought. Specific experience with technology start-ups and/or small businesses, or with early-stage technology investments, is also recommended. The position requires effective oral and written communication skills and a commitment to high standards of ethical conduct. The position also requires a considerable breadth of interest, receptivity to new ideas, a strong sense of fairness, attention to detail, good judgment and a high degree of personal integrity.

The Program Director position recruited under this announcement may be filled under the following rotational program:

**Temporary Excepted Service Appointment:** Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, and life insurance) are applicable for appointments of more than one year. Temporary appointments may not exceed three years.

For additional information on NSF's rotational programs, please see "Programs for Scientists, Engineers, and Educators" on the NSF website at: <http://www.nsf.gov/careers/> and <http://www.nsf.gov/careers/rotator/micro-site/>.

Applications will be accepted from US Citizens. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application.

This position will be filled at the AD-04 salary grade, with a salary range from \$108,887 to \$169,686 per year.

Applicants should indicate in their cover letter that they are applying to the Program Director Position. Please submit your application to:

IIP Program Director Search Committee

Dr. Joseph Hennessey  
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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**