APPLIED TECHNOLOGY COUNCIL

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JOB DESCRIPTION

DIRECTOR OF PROJECTS/ ASSOCIATE DIRECTOR OF PROJECTS

The Applied Technology Council is seeking a highly qualified individual interested in joining a dynamic, small office environment to manage research and development projects focused on disaster risk mitigation.

ABOUT ATC

ATC is an internationally recognized non-profit corporation founded in 1973 through the efforts of the Structural Engineers Association of California (SEAOC) with the expressed intent of serving the evolving needs of engineering practice and transitioning research into practice. With a mission to imagine, develop, and promote the advancement of technologies to enhance societal resistance to natural and other hazards, ATC operates with a small, skilled in-house technical staff utilizing the services of highly qualified experts in diversified areas of expertise engaged as consultants on specific projects. In 53 years of focus on seismic engineering, and accomplishments in wind, coastal inundation, and blast engineering, ATC has produced more than 300 major reports and engineering guidelines that have served to define seismic and multi-hazard structural engineering design practice in the United States and internationally, and formed the basis of current building codes and standards for design of new buildings, seismic evaluation and retrofit of existing buildings, and evaluation and repair of earthquake-damaged buildings.

ABOUT THE IDEAL CANDIDATE

Ideal candidates will be an engineer at a structural, civil, or related engineering firm, or researcher at an engineering research institution, who is experienced in client contact, proposal writing, and contract negotiations, as well as initiation, management, and completion of technical projects. Ideal candidates are highly organized, technically competent individuals, demonstrating the following attributes:

- Altruistic desire to serve the structural engineering profession
- Results-oriented approach
- Attention to detail
- Leadership skills and ability to build group consensus
- Ability to manage multiple concurrent projects
- Ability to prioritize competing demands
- Ability to communicate complex technical information in plain language
- Natural curiosity for research and knowledge
- Interest in dissemination of information and ability to deliver effective verbal presentations

ABOUT THE POSITION

The Director of Projects/Associate Director of Projects positions are differentiated by experience level. Both positions involve daily interaction with project team members serving as consultants to ATC and daily attention to the conduct of work on funded projects. They

also include periodic interaction with client representatives and prospective funding agencies, as well as the broader professional community and the public. Duties of the positions include the following:

Management of ATC's funded projects pertaining to structural engineering (60% time)

- Develop project scope, team composition, budget, and schedule based on stated client requirements.
- Administer financial agreements for project consultants and monitor project expenditures on an ongoing basis.
- Monitor and evaluate work of project consultants relative to defined scope and schedule.
- Facilitate project meetings with duties including determining meeting logistics (e.g., date, time, and location), defining the meeting purpose and developing corresponding materials (e.g., meeting agenda, review materials), ensuring that the project team arrives at consensus-based decisions, and documenting key decisions (e.g., developing concise meeting minutes that describe key decisions and next steps).
- Lead the preparation and submittal of final project deliverables based on draft materials provided by the project team. This includes review and editing of reports for technical accuracy and completeness, as well as review of language and formatting in accordance with ATC publication standards.

Business Development (15% time):

- Identify potential funding opportunities and contact potential funding agencies regarding ATC projects.
- Lead or assist in the development of technical proposals, including concepts, technical approach, and budgets.

Outreach (10% time):

- Lead or assist in the planning and conduct of seminars, webinars, and workshops on the subject of ATC projects.
- Represent ATC at selected workshops, conferences, seminars, and other meetings, and make verbal presentations to communicate results from ATC projects.
- Prepare and submit periodic articles on ATC projects to professional journals, magazines, and professional association newsletters, as well as contribute to ATC's website and social media.

Other Duties (15% time):

- Willingness and flexibility to perform different or unusual assignments, as required. ATC is a small organization that relies on staff to take on a wide variety of tasks, as necessary, to fulfill its various strategic and operational objectives.

<u>MINIMUM QUALIFICATIONS</u>

- Postgraduate degree(s) in Civil (Structural) Engineering, or professional license as a Civil or Structural Engineer
- Five or more years of design, research, or project management experience in earthquake or structural engineering

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Highly developed technical writing skills, as evidenced by published work, including lead authorship on technical reports, engineering papers in peer-reviewed journals or conference proceedings, and graduate-level thesis work.
- Excellent verbal communication skills, as evidenced by technical presentations at meetings and conferences, and invited presentations.
- Membership in technical professional organizations and/or code development organizations.
- Demonstrated leadership skills and ability to work effectively with others in developing consensus on complex issues.
- Demonstrated ability or experience in managing technical personnel and projects.
- Ability to efficiently use common word processing and spreadsheet software, such as Microsoft Word and Excel.

SUPERVISION

Works under the supervision of the Executive Director, or personnel designated by the Executive Director.

LOCATION

Flexible. Based in Redwood City, California (San Francisco Bay Area), with opportunities for mutually agreeable work-from-home and flex-time schedules.

ATC is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(10/21/2026)