



Job Description

Title:	Director of Research and Project Management
Department:	INGAA Foundation
Reports to:	Executive Director
Exemption Status:	Exempt

Position Summary

The Director of Research & Project Management leads the planning, coordination, and execution of The INGAA Foundation's research studies and committee-driven initiatives. This role ensures strategic alignment of projects with the Foundation's mission, supports cross-functional collaboration with industry stakeholders, and drives timely delivery of technical deliverables within scope and budget. The Director also serves as a technical advisor to INGAA staff and member committees, playing a pivotal role in shaping industry-wide knowledge sharing and best practices.

Key Responsibilities

Research & Study Management (50%)

- Lead the Foundation's Planning & Studies process (i.e. research development), including committee coordination, study vetting, and execution oversight.
- Manage third-party research contracts, including RFP development, vendor negotiations, timeline and budget tracking, and invoice approval.
- Provide ongoing project management oversight to contractors, sponsors, and project steering committees.
- Conduct and synthesize reviews of existing Foundation work products to identify critical knowledge gaps and opportunities for future research and continuous improvement.
- Develop and maintain partnerships with academic institutions, government agencies, and other research organizations to leverage the Foundation's research and foster collaborative opportunities.

Committee Facilitation & Engagement (20%)

- Provide guidance to the Foundation's Vice Chair through a successful one-year Planning and Studies term, ensuring alignment with organizational goals.
- Facilitate activities for standing committees and subcommittees (e.g., Safety, Environment, Quality & Integrity, and OWL).

- Provide operational support for three of the four standing committees, coordinating agendas, facilitating meetings, acting as committee secretary, and ensuring continuity in the development and delivery of technical work products.
- Serve as project manager for the Foundation’s annual occurring workshops (P3, PCSR).

Member Relations & Program Support (20%)

- Manage the Foundation’s research library and databases.
- Represent the INGAA Foundation at industry events and technical meetings of industry-wide importance, including speaking engagements or technical panel facilitation.
- Support new member recruitment through briefings, eligibility evaluations, and membership committee participation.
- Collaborate with INGAA’s policy staff as Technical Advisor.

Administrative & Strategic Support (10%)

- Monitor and evaluate emerging trends and technologies to guide research priorities and translate findings into clear, actionable recommendations for members and leadership.
- Support the Executive Director in developing agendas and coordinating speakers for member and board meetings.
- Support the Executive Director and President for ad hoc events requiring identification and coordination of member subject matter experts, e.g. Capitol Hill Showcase.
- Monitor project progress and provide regular updates to internal and external stakeholders.
- Travel to support logistics and execution of meetings, events, and workshops including three annual conferences.
- Other duties as assigned

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Qualifications

Education:

- Bachelor’s degree in engineering or a related technical discipline (advanced degree preferred)
- Project Management Professional (PMP) certification preferred

Work Experience:

- Minimum 10 years of experience in pipeline project management or engineering

Skills:

- In-depth understanding of pipeline industry including pipeline safety, environmental permitting, and operational requirements
- Proven ability to manage multiple, cross-functional projects with senior-level stakeholders
- Experience with budget oversight, contract management, and consensus building

- Strong written and verbal communication skills, including report writing and public presentation
- Ability to work independently in a remote environment while managing multiple priorities
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- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams, SharePoint)
- Familiarity with general AV equipment and virtual meeting tools
- Comfortable facilitating meetings, developing presentations, and drafting technical documents
- Willingness to travel overnight occasionally to attend organizational events or meetings.

Environmental and Physical Conditions

This position is based in Washington, DC. Typically, this position operates in a professional climate-controlled office environment with regular interaction via virtual meetings, email, and in-person sessions. This position may work hybrid, with 3 days in the office and 2 days working from home in the Washington, DC metro area. Some overnight travel is required to Foundation workshops, member meetings, and industry events.

While performing the duties of this position, the employee is regularly required to communicate and converse with employees in the English language. The employee must be able to remain in a stationary position 50 percent of the time and occasionally move about inside the office to access filing cabinets, printer/copier and other office equipment. The employee must be able to operate a computer and phone for extended periods of time.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employee(s) assigned to this title. This description should not be construed as an exhaustive list of all responsibilities, duties, and skills required of incumbents holding the position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Further neither this description, nor completion of tasks associated with this title should be construed as a contract of employment. All employees of INGAA are at-will employees.

To apply, please send cover letter and resume to careers@ingaa.org.