

Summary

The primary responsibility of the Senior Program Analyst is to manage the day-to-day execution of projects and activities arising from the implementation of the Foundation's program plan. This position serves as the Foundation's focal point for the national and international legal and regulatory aspects of space activities, as well as leading the SWF project activities where space law and/or regulation is the primary focus. The Senior Program Analyst will work with SWF staff on implementing assigned projects and may propose new projects in alignment with the Foundation's program plan. From time to time, the Senior Program Analyst may be required to coordinate with, mentor, and train junior program support staff, interns, and volunteers.

Reporting Structure

The Senior Program Analyst, Space Law and Regulation, reports to the Senior Director, Program Planning, with a dotted line to the Chief Operating Officer.

Responsibilities

- Provides in-depth policy and legal analysis for projects related to proposed or existing national, regional or international laws and regulations in SWF mission areas.
- Works with the Senior Director, Program Planning in the Foundation's strategic development of the Foundation's programs in support of space sustainability, as well as providing inputs into the strategic development of the Foundation's programs in other areas.
- Supports senior program directors with the implementation of assigned projects, including research and analysis, document drafting and editing, event and other programmatic planning, budget development, and financial record-keeping of program activities.
- Proposes and manages new projects or project sub-activities in coordination senior management approval.
- Works with teams and independently to manage work streams and external stakeholder engagements related to a broad range of space policy issues.
- Publishes or co-publishes articles related to SWF program activities and contributes to SWF publications.
- Assists and/or leads planning and implementation of project schedules and monitors the assigned project(s) from inception through delivery.
- Travels (local, regional, national and/or international), as required, to meet with stakeholders, assist with project implementation, and/or attend events related to the assigned project(s.)
- Participates in and represents SWF in events and conferences at regional, state, national and international meetings.
- Communicates project status, issues, results, and impacts internally.
- Interacts regularly with their supervisor in order to provide project updates and reports on the state of projects assigned to them.
- Maintains knowledge of the substantive areas of SWF's activities, as well as other agencies and organizations whose policies and practices have implications for SWF's strategic direction
- Oversees the work of external vendors and negotiates external contracts, as designated by the Executive Director and/or Senior Director, Program Planning, and subject to approval by the COO
- Maintains awareness of trends, conditions and internal processes and practices impacting projects
- Ensures that all relations developed on behalf of SWF have up-to-date contact information

SENIOR PROGRAM ANALYST, SPACE LAW AND REGULATION

and parameters available to the Foundation team

- Performs other duties that may be assigned by the Senior Director, Program Planning or the Executive Director from time to time.

Qualifications, Experience, and Skills

- A Legum Magister (LL.M.) or equivalent masters degree in a policy/law field related to the interests and needs of SWF is required. A more advanced degree is a plus.
- Three or more years of relevant experience working in a law firm, non-profit, corporate or governmental entity.
- Experience of performing professionally in English is required, and skill in at least one additional language is highly desirable.
- Experience in organizing and executing workshops, events, or other similar activities.
- Experience in public speaking and presentation.
- Experience in project management, including planning, organizing, and directing project activities.
- Professional experience living and working in more than one culture is a plus.
- Expertise in collecting, interpreting, analyzing, presenting, and representing legal analysis to audiences with varying backgrounds.
- Written communication skills to support internal and external content, articles, publications, policy/white papers, editing, and drafting of documents as needed.
- Demonstrated analytic and problem-solving skills.
- Demonstrated facility with computer skills, including proficiency in Microsoft Office products, Google Workspace, and electronic collaboration tools.
- Strong interpersonal skills and experience working as a member of a diverse, geographically scattered team is highly desirable.
- High level of discretion and confidentiality.

Competencies

- Ability to work independently with minimal supervision.
- Ability to prioritize tasks.
- Ability to work collaboratively in a team environment.
- Ability to work in complex and ambiguous situations.
- Ability to think creatively and function pragmatically.
- Ability to develop clear goals consistent with organizational policies and strategies.
- Ability to foresee risks and allow for contingencies when planning.
- Ability to monitor and adjust plans and actions as necessary.
- Ability to listen to others, correctly interpret messages, and respond appropriately.
- Ability to tailor language, tone, style, and format to match the audience.
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility, to agreed time, cost, and quality standards.

Applications will be reviewed beginning on February 19, and interviews will be scheduled on a rolling basis until the position is filled. Submit your resume and cover letter telling us why you want to work for SWF and what you would bring to this role to: opportunities@swfound.org. No phone calls, please.