

CAAFI Project Director (PD) Roles and Responsibilities (CY2024)

1. The PD will take ownership of (crafting, leading, executing, and reporting) various projects assigned by CAAFI's Office of the Executive Director (OED), and will propose additional projects and activities that accrue to the goals of CAAFI, based on their insight and experience.
2. The PD will assist the OED in delivering on the following:
 - a. Implement CAAFI's role in various SAF Grand Challenge activities, including having focal responsibilities for one or more of the Grand Challenge Roadmap Action Areas.
 - b. Support convening of broad exchanges of information, via appropriate fora, among SAF stakeholders including aviation industry, academia, fuel producer, feedstock supplier, non-governmental organization, investors, and government.
 - c. Communicate CAAFI perspectives on SAF to the press, at conferences, workshops, and other venues.
 - d. Facilitate engagement between supply chain entities (e.g., airlines, fuel producers, feedstock producers, other service suppliers) to support SAF deployment efforts.
 - i. Support engagement with new supply chain stakeholders (e.g., emerging companies) to facilitate their entry into the SAF space (e.g., through R&D/Certification/Qualification team).
 - ii. Serve on regional project boards (e.g., NIFA CAP grant programs).
 - e. Assist with strategic visioning and support CAAFI General Meeting planning and execution. Coordinate with ALT to develop priorities/action areas and strategic initiatives.
 - f. Support business relations, serve as an impartial facilitator, and ensure adherence to legal and ethical standards.
 - i. Maintain CAAFI's process and feedstock neutral approach to SAF.
 - g. Administrative responsibilities:
 - i. Regular ALT, Steering Group, and other teleconferences with teams and working groups under CAAFI.
 - ii. Administrative budget management.
 - iii. Monthly reports, Trip reports, Accounting and expense documentation.

Experience/Characteristics Sought in new CAAFI PD

Prerequisites:

1. Candidates of consideration need to have 15 years or more of general industry experience in one or more (ideally several) of the following areas, or 10 years or more of pertinent or specific industry experience in the following areas:
 - Aviation sector (Commercial, Military, Business, General)
 - Fuels sector (petroleum-based, sustainable aviation fuels).
 - Feedstocks sector (e.g., sustainable agriculture, silviculture, waste & circular economy byproduct streams)
 - Public Private Partnerships: Previous engagement with CAAFI, ASCENT, ASTM, ICAO, and/or other key SAF-related organizations/venues, including the various agencies of the U.S. Government who are collaborating on the SAF Grand Challenge.
 - Business Development (Including new businesses, facilities, supply chains, feedstocks, sustainability)

- Communications-facing roles
 - Industrial project management
2. Candidates should have academic degrees commensurate with the above types of experience.
 3. Candidates must be able to demonstrate good communication and logic skills, as well as being proficient in use of personal computer tools and social media in developing and disseminating communication collateral, and various support analysis.

Additional Delighters:

Candidates should have an inquisitive and gregarious personality, with substantiable operational experience and understanding in several of the following areas:

- Aviation sector fundamentals (e.g., business models/economics, aircraft operations, equipment and jet fuel certification, relationships among airlines, operators, OEMs, airports, etc.)
- Jet fuel specifications, production, procurement, distribution, handling and use.
- Historical and current biofuel activities.
- Work with agencies affiliated with enabling biofuel research, development, demonstration and deployment.
- Previous engagement with CAAFI, ASCENT, FAA, ASTM, and/or other key SAF-related venues.
- Engineering/Technical knowledge: aircraft systems (engines, fuels systems), refinery operations, chemistry, laboratory testing
- Communications knowledge and experience (publications, speaking engagements/comfort, etc.).
- Advanced degree(s) with specialties associated with the above experiences.

Position Details and other requirements:

- Candidate will be hired as an independent contractor, typically under one (or more) year rolling contracts, typical of time-and-effort contracts, and as supported by available sponsor funding. Remuneration will include labor only (no other benefits, i.e. agreed labor rates will be ‘fully burdened’ to reflect the candidates cost of doing business as an independent contractor), as well as reimbursement of travel expenses and other direct costs.
 - a. Level-of-effort would be aligned with 40 hour work weeks, with consideration of typical industry holidays (11) and vacations (as negotiated).
 - b. Schedule/hours may be affected by sponsor and stakeholder needs, travel commitments, and other factors.
- Candidate may undertake other independent work (subject to avoiding conflicts of interest with the work of CAAFI), but with a preference for any such work to be focused on the development of SAF.
- Start Date: as soon as possible
- ‘Fully Burdened’ pay rate range: 100 - 160 \$/hr, depending on experience and capabilities
- Work location: non-centralized, U.S. based
 - a. in reasonable vicinity of a commercial airport, facilitating N. American travel
 - b. with an office environment conducive of performing work with limited distraction and presenting a professional environment with appropriate decorum
- Estimated travel: 1-3 trips per month, typically 90% domestic, with durations of 1-5 days for each trip.