



Project Engineer-Technical Project Manager

+About MxD and the Position

MxD is where innovative manufacturers forge their futures. In partnership with the Department of Defense, MxD provides factories with the digital tools and expertise they need to begin building every part better than the last. As a result, our more than 300 partners increase their productivity and win more business.

+Position Overview

MxD is currently seeking an experienced Project Engineer to join our Research & Development Projects team. MxD has multiple ongoing research projects in the areas of Industry 4.0, Supply Chain, Digital Twins, Future Factory, Systems Integration, and Cybersecurity. You will be part of the team responsible for developing and leading R&D projects to help America's factories tackle grand challenges.

In this role, you will plan, schedule, drive, and communicate project status to MxD stakeholders and report to the Senior Director of R&D Projects. Additionally, the Project Engineer will be responsible for assisting in the development of innovative solutions and identifying synergies across projects and matching technology development efforts with manufacturers' needs.

+Position Responsibilities

- Manage multiple technology projects from ideation and scoping to execution and deployment following MxD's gate process
- Lead project planning and development of documents associated with project execution, including requests for proposals, statements of work, deliverables, schedules, reporting requirements, and intellectual property assertions
- Conduct primary and secondary market research to translate industry needs into project requirements
- Effectively execute project work in alignment with Statement of Work (SOW) obligations
- Drive regular project team meetings: capturing action items, owners, and updates
- Regularly communicate project status to stakeholders with risks, deviations to baseline, and mitigation plans
- Support project process operations and identify and implement project process improvements
- Support other MxD teams by contributing technical expertise to shape workshops and identify synergies across other institute initiatives
- Develop thought leadership pieces that are consistent with MxD's mission and deliver presentations regularly to a wide variety of audiences
- Other duties as assigned

+Position Requirements

- Bachelor's degree in an engineering discipline preferred; other technical bachelor's degrees will be considered



- Two to four years of technical project management experience
- Government project and contracting experience preferred
- Experience in a technical environment including research, engineering, product development, and/or manufacturing; experience with digital manufacturing technologies preferred
- Strong interpersonal and presentation skills; excellent analytical and problem-solving skills along with excellent communication and negotiation skills
- Ability to interface at all levels of an organization, including the executive levels of both MxD and MxD's commercial and academic partners
- Self-driven with the ability to work in a highly dynamic collaborative environment
- Proficient with MS Office and MS Project; familiar with Monday.com, Slack, Trello and/or MS Teams
- Preferred but not required: PMP, ScrumMaster or other Project Management certification
- Must be available to work onsite at least one day a week
- All MxD employees must be fully vaccinated against COVID-19 or provide a religious or medical exemption

+How to Apply

Apply online at mxdusa.org/careers by clicking on the link to the position posting and submitting your resume with a cover letter explaining why you would be a great fit for this role and MxD.

Tip: Meeting the qualifications is important, but a great cover letter will set you apart!

+Work with Us

- MxD is a results-oriented, lean, collaborative tech organization and 501(c)(3) nonprofit. We are hard-working, mission-driven, flexible, and work with a sense of urgency. We hire tech-savvy, committed, self-starters who can think outside the box, and have a strong capacity to learn and adapt to the needs of the organization and roll through both skill and grit. All-star employees excel without the help of administrative support, and don't mind rolling up their sleeves and getting their hands dirty (figuratively!). Additionally, people who love to solve problems, no matter how big or small, find they are a good fit for MxD.
- Our state-of-the-art facility, located on Goose Island in Chicago (just north of downtown), features a manufacturing floor, several advanced manufacturing testbeds, and a bustling open-office environment. MxD is a collaborative space, hosting many events for our partners and other prestigious organizations, so being able to engage with staff and visitors in a professional, helpful manner is a must.
- MxD is a 10-minute walk from the North and Clybourn Red Line stop, a 20-minute walk from the Division Blue Line stop, and accessible by a variety of other public transit options; additionally, we have free parking available for employees.

+Anti-Discrimination Policy and Commitment to Diversity

- MxD is proud to be an equal opportunity employer, committed to creating a diverse environment in our workplace, our communities, and within the tech industry. All qualified applicants will receive consideration for employment without regard to race,



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- ethnicity, religion, disability status, economic circumstance, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
- Qualified candidates must be legally authorized on an unrestricted basis (US Citizen, Legal Permanent Resident, Refugee or Asylee) to be employed in the United States. MxD does not anticipate providing employment related work sponsorship for this position (e.g., H-1B status)