



DEVELOP National Program

May 2025 Enhanced Capacity Building Application Guidelines

General Guidelines:

- DEVELOP competes node Lead and element Fellow (ie. Project Coordination, Communications, & Geoinformatics) positions as they become available.
- Applicants will select their preferred node(s) and/or initiatives of interest.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Work Location:

- All positions are required to work **on-site** at a DEVELOP location.
- Leads must be willing to oversee in-person and/or virtual teams as necessary. In the event that a location hosts only a virtual team or does not host projects for a given term, the Lead/Fellow is still required to work on-site.
- If selected for a position, that selection is tied to a specific location and non-negotiable.
- **Node Lead positions** are competed when opportunities become available at each node. Nodes open for competition include:
 1. Virginia – Hampton, VA (LaRC)

Role Descriptions:

Leads / Pop-up Leads

- **Participant Management** – selections, onboarding, performance tracking, time management, professional development
- **Project Management** – idea generation, proposal writing, project execution, deliverable reviews, project handoff
- **Partner Engagement & Relationship Management** – identify new partners, manage relationships, coordinate handoffs
- **Office Management** – lead logistics for the DEVELOP node, networking, coordination of resources, etc.
- **Programmatic Support** – support programmatic and element team initiatives & tasks as assigned, support travel and representation at conferences, meetings, pop-up locations, etc.

Position Eligibility & Logistics:

- US citizens and lawful permanent residents (LPR) are eligible to apply
- Open to recent graduate and early/transitioning career professional applicants
- College degree with minimum 3.0 GPA
- Lead positions require 1+ term(s) as a DEVELOP participant
- Ability to work 40 hours/week during typical Monday – Friday business hours in-person at a DEVELOP location
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Leads are full-time term employees and will be offered health and other employment related benefits
- Term Lengths:
 - Lead positions are one-year positions, renewable up to two years. All positions will be re-competed near the end of each year.
- Pay Scale:
 - Pay rates are based on locality of the selected node and education level. **As such, pay rates are non-negotiable.**



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- You can email nasa-dl-develop@mail.nasa.gov to get rates for various positions/locations.
- Anticipated Start Dates:
 - The summer 2025 term begins on Monday, June 2nd.
 - The Langley Node Lead position has a tentative start date of May-early June (can change based on availability).

Tips for Completing the Application:

- Responding to Questions:
 - Answer questions fully yet succinctly. Do not feel the need to write to the full word count maximum if what you want to say can be said more concisely. However, flippant or shallow answers do not strengthen or support your competitiveness.
 - Spelling and grammar count. Attention to detail is important!
 - NASA DEVELOP prohibits the use of artificial intelligence (AI) or AI- assisted tools, to include but not limited to ChatGPT, in drafting application responses. Any application found to have used AI or AI- assisted tools will be automatically disqualified.
- Experience:
 - If you have been part of DEVELOP for more than a year, just list the last three projects in which you've participated.
- Skills & Accomplishments:
 - This section provides the candidate an opportunity to highlight technical skills, accomplishments, any foreign language proficiency, or other skills.
 - Consider the software and skills that are especially relevant to the position to which you are applying.
 - Organization and ability to work on multiple tasks concurrently is important; speak to your skills in this area.

Timeline:

5/15 – Application & resume due

5/19-5/22 – Interviews on a rolling Basis

5/23 – Notifications Begin on rolling basis

Questions? Email Stephanie Burke, DEVELOP Operations Lead (stephanie.l.burke@nasa.gov)