ShadowsOS

HEAD OF AI SYSTEMS

SHADOWOS

JOB TITLE:	Head of AI Systems		

Division:	AI & Automation	**Job code/Req#:**	AI-SHR-EXEC-003
Location:	Remote/Hybrid	**Travel required:**	25%
Level/Salary range:	$135,000 - $175,000 Base	**Position type:**	FTE
HR contact:	HR Manager	**Date posted:**	12/15/2025
Will train applicant:	Yes	**Posting expires:**	12/15/2026
External posting URL:	www.nicholas-company.com	**Internal posting URL:**	N/A

APPLICATIONS ACCEPTED BY:

Fax or Email:	info@nicholas-company.com	**Subject line:**	Head of AI Systems Application

JOB DESCRIPTION

The Head of AI Systems is responsible for architecting, building, and scaling the entire AI backbone of Nicholas Company LLC. This role owns ShadowOS as the core operating brain that connects every division — hospitality, housing, environmental services, government contracts, and future ventures.

This is not a "research-only" AI role. It is systems-first, execution-driven, and deeply tied to real-world operations, compliance, and revenue.

Core Responsibilities

ShadowOS Ownership (Primary)
- Serve as technical owner and steward of ShadowOS
- Define ShadowOS system architecture, data flows, and integration standards
- Ensure ShadowOS operates as the single source of truth across all divisions
- Oversee:
- Role-based access controls
- Division-level dashboards
- AI decision logic and automation triggers
- Translate business needs into scalable AI system designs

AI Platform Integration
- Architect how the following platforms work together:
- ShadowOS (Core orchestration & intelligence)
- NightGrid OMS (Operations, fleets, facilities)
- BlackLayer AI (Security, compliance, identity)
- PhantomSuite AI (Agents, templates, automations)
- Define APIs, permissions, and data-sharing boundaries between systems
- Prevent platform overlap, redundancy, or security gaps

AI Strategy & Roadmap
- Build and maintain a 12–36 month AI roadmap
- Prioritize features based on:
- Revenue impact
- Operational efficiency
- Compliance and risk reduction
- Decide what is:
- Built in-house
- Integrated via third-party tools
- Automated vs human-in-the-loop

Governance, Ethics & Compliance
- Establish AI governance standards aligned with:
- Government contracts
- Data privacy (PII, PCI, HIPAA-adjacent where applicable)
- SOC-style controls (even if not certified yet)
- Work closely with:
- General Counsel
- BlackLayer AI Security team
- Contract Management Division
- Ensure AI decisions are auditable, explainable, and defensible

Team Leadership & Hiring
- Help define hiring needs for:
- Platform engineers
- AI engineers
- Security engineers
- Data analysts
- Mentor technical leaders across platforms
- Create internal documentation and system standards
- Act as the technical tie-in between leadership and engineering teams

Cross-Division Enablement
- Work directly with division heads to:
- Understand workflows
- Automate bottlenecks
- Reduce staffing overhead where appropriate
- Examples:
- AI-assisted guest services (Hotels)
- Intake & bed management (NSI/HRC)
- Fleet optimization (GreenVector & Circuva)
- Compliance tracking (NCMG)
    1.

Qualifications and Education Requirements

8–12+ years' experience in:
- Systems architecture
- Enterprise software platforms
- AI-enabled applications (not just models)
- Proven experience leading complex, multi-system platforms
- Strong understanding of:
- Cloud infrastructure
- APIs and microservices
- Data pipelines
- Experience working with compliance-heavy environments

Bachelor's degree in:
- Computer Science
- Engineering
- Information Systems
- Master's degree preferred but not required if experience is strong

Preferred Skills
- AI orchestration (agents, workflows, decision engines)
- Security-by-design architecture

Experience with:
- Role-based access systems
- Audit logging
- Identity management

Ability to communicate clearly with:
- Executives
- Non-technical leaders
- Engineers

Strong documentation discipline (this role sets the standard)

Additional Notes

Reports directly to the CEO

Works laterally with:

- CIO
- Product Managers
- Security Lead (BlackLayer AI)
- Operations leaders in each division

REVIEWED BY:	President & CEO	**DATE:**	
Approved by:	HR Manager/President &CEO	**Date:**	
Last updated by:		**Date/Time:**	