

# Job Opportunity: Project Manager

Remote, Full-time Position

Posted October 7, 2022

Applications received before October 23, 2022, will be given priority; later submissions will be reviewed as needed until the position is filled

**About the Renewable Energy Wildlife Institute (REWI):** REWI is an independent, nonprofit science organization comprising leaders in the renewable energy industry, science and environmental organizations, and wildlife management agencies who collaborate on a shared mission: to facilitate timely and responsible development of renewable energy while protecting wildlife and wildlife habitat. REWI works closely with over [40 renewable industry and conservation partners](#) and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible renewable energy siting and operations.

Collaboration and sound science are fundamental to REWI's work, with the efforts of our small, energetic team multiplied by the insight, support, and oversight of our Board, Committees, task forces, project partners, reviewers, and contractors. REWI prioritizes a strategic and nimble approach, which allows us to remain a leader in developing solutions to pave the way for a sustainable, clean energy future where renewable energy and wildlife can both thrive. All team members engage in a variety of programs, projects, and activities, and a strong belief in our mission and dedication to our work is fundamental to all we do.

**Position Overview:** REWI seeks a Project Manager to join our science team. The Project Manager will support REWI's work in producing scientific research and other resources to understand wildlife interactions with wind and solar energy and minimize impacts to wildlife and wildlife habitat. REWI serves as a partner and administrator for several research projects related to wildlife and renewable energy each year. This position's primary responsibility will be to work closely with REWI Senior Scientists to manage key research projects that REWI is leading, from funding application to project implementation and reporting, ensuring that milestones and deliverables are completed on time.

This is an exciting opportunity to work in an expanding and solutions-oriented field – the dynamic intersection of renewable energy and wildlife conservation – with many of the nation's top renewable energy producers and conservation and science leaders.

**Key Responsibilities:** The Project Manager's responsibilities will include, but will not be limited to:

- Managing specific research projects, ensuring they are completed on time and within budget, including:
  - Serving as the primary point of contact and maintaining professional relationships with research partners, including NGOs, industry, technology developers, and research institutes, from project start to completion.
  - Tracking project deadlines and milestones and preparing required internal and external reports, in coordination with Senior Scientists.
  - Identifying potential and real risks to the success of projects' budgets, schedules, and scopes, and coordinating with REWI staff and the project team for resolution of issues.

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- Maintaining strong relationships and communications with all project partners, which may include technical teams, host sites, project funders, expert reviewers, and other stakeholders.
  - Tracking spending against project budgets and reviewing contractor invoices in coordination with the Grants Manager.
  - Coordinating technical review by internal and external parties of study designs and products.
  - Supporting the negotiation of and ensuring compliance with project-related scopes of work.
  - Collaborating with outreach staff to plan and implement outreach on products arising from designated projects.
  - Supporting Senior Scientists and the Director of Research in drafting research proposals and budgets; the Project Manager is also invited, as a member of the science team, to propose concepts for new projects.
  - Supporting the continued growth of REWI's Renewable Energy and Wildlife Research Hub, working in close coordination with REWI's AWWIC manager, REWI partners, and external collaborators.
  - Reviewing technical reports, feasibility studies, study plans, experimental designs, and other technical documents.
  - Contributing to the development and implementation of other science-based projects and initiatives in coordination with REWI's research team.

**Qualifications:** We are seeking applicants with the following minimum qualifications:

- Master's degree in ecology, biology, environmental science, or a related field and at least three years of relevant work experience or Bachelor's degree with at least five year of relevant work experience
- Knowledge and experience working on the intersection of renewable energy and wildlife is strongly preferred, but not required
- Excellent writing and oral communication skills, including ability to clearly communicate scientific information to technical and general audiences
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants.
- Proficiency with MS Office Suite (MS Word, Excel, and PowerPoint) and remote conferencing platforms (MS Teams preferred)
- Knowledge of project management methodologies, processes, and tools, with proficiency in project management tools (e.g., Monday.com, Basecamp, Asana) preferred but not required
- Experience managing projects with multiple partners, engaged funders, and well-defined milestones and timelines
- Strong organizational and problem-solving skills
- Ability to manage conflict and address challenging issues
- A collaborative team member who is proactive, flexible, and able to manage and prioritize a variety of tasks
- Ability to work independently and remotely without regular supervision
- Willingness to travel (3-4 trips per year for staff meetings and research conferences)
- Understanding of statistical analysis and experimental design helpful but not required

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**Location, Compensation, and Benefits:**

- This is a remote position.
- Candidates must be based in the United States and have authorization to work in the U.S.
- Salary is commensurate with the experience and skills of a manager with five years of work experience.
- REWI offers a generous, comprehensive benefits package, including medical, dental, disability, and life insurance (with REWI currently covering 100% of costs for employees), flexible spending account, retirement plan and match, cell phone and internet reimbursement, professional development support, and paid time off (including federal holidays, 15 days of vacation, 3 personal days, and 10 days of sick leave).

**Applications:** Please submit a cover letter, resume, and two writing samples here:

<https://awwi.knack.com/jobs>. Only complete applications will be considered. Applications received before October 23, 2022, will be given priority; later submissions will be reviewed as needed until the position is filled. No phone or written inquiries please.

*REWI is proud to be an Equal Opportunity Employer (EOE). We strive to increase diversity, equity, and inclusion (DEI) in all elements of our work and with our partners. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability or protected veteran status. We are committed to a policy of nondiscrimination, inclusion, and equal opportunity and actively seek a diverse pool of candidates in this search.*