

# Job Opportunity: Project Manager, Renewable Energy Wildlife Research Fund

Full-time, Remote Position

Posted May 9, 2023

Applications received by May 21, 2023, 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: Through science and collaboration, accelerate responsible deployment of renewable energy to mitigate climate change and protect wildlife and ecosystems. 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.

**About the Renewable Energy Wildlife Research Fund (REWRF):** The Renewable Energy Wildlife Research Fund is an industry-led initiative that advances scientific research on solutions to mitigate solar and wind-wildlife impacts as accelerating renewable energy meets clean energy demand. Housed in and administered by REWI, the Research Fund supports independent, peer-reviewed research; learn more at <https://rewi.org/renewable-energy-wildlife-research-fund/>.

**Position Overview:** The Project Manager is a core member of REWI's team that supports the Renewable Energy Wildlife Research Fund, working closely with Fund members, REWI's scientific, outreach/engagement, communications, and operations staff, as well as external contractors and stakeholders. The Manager's work is critical for supporting the day-to-day efforts of the Research Fund, including managing multiple, active research projects led by independent investigators.

This is an exciting opportunity to work at a cutting-edge, unique non-profit 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 science and conservation leaders.

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

- Manage all REWRF research projects, ensuring they are completed on time and within budget, including:
  - Serving as the primary point of contact for all stakeholders engaged in the project

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- Tracking project deadlines and milestones
  - Preparing quarterly reports and coordinating internal review
  - Maintaining strong relationships and communications with all project partners, which may include technical teams, host sites, project funders, expert reviewers, and other stakeholders
  - Identifying risks to the success of projects' budgets, schedules, and scopes, and coordinating resolution of issues
  - Tracking spending against project budgets and reviewing contractor invoices
  - Coordinating internal and external technical review of study designs and products
  - Supporting the negotiation of and ensuring compliance with project scopes of work
  - Collaborating with outreach staff to plan and implement outreach on products arising from Fund research projects
- Supporting calls/meetings associated with the Research Fund, including scheduling, planning agendas, coordinating materials preparation, taking notes, and coordinating call follow-up
  - Supporting processes to facilitate the identification and prioritization of Fund research goals
  - Supporting solicitation processes by the Fund to select research projects for funding, including the development of request for proposals and coordination of the proposal submission and review process
  - Coordinating and track the fundraising process to confirm funding for priority research projects
  - Supporting outreach and communications related to the Fund, including drafting or reviewing of results summaries, fact sheets, talking points, blog posts, and other related content
  - Supporting the maintenance and advancement of databases, tools, and systems used to share information and support Research Fund activities

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

- Bachelor's degree with at least four year of relevant work experience or Master's degree and at least two years of relevant work experience
- Exceptional attention to detail and organizational and problem-solving skills
- 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
- Knowledge and experience working on the intersection of renewable energy and wildlife/natural resources is preferred, but not required
- Familiarity with concepts of collaborative decision making, process design, and/or mediation & facilitation
- Understanding of statistical analysis and experimental design helpful but not required
- Experience using online collaborative technology, including Teams and Zoom Webinar
- Excellent writing and oral communication skills, including ability to clearly communicate scientific information to technical and general audiences
- Proficiency with MS Office Suite (MS Outlook, Word, Excel, PowerPoint, and SharePoint) and remote conferencing platforms (MS Teams, Zoom Meeting and Webinar preferred)
- A collaborative team member who is proactive, flexible, and able to manage and prioritize a variety of tasks
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants
- Willingness to constructively address conflicts and challenging issues

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- Ability to work independently and remotely without regular supervision
  - Support for and interest in REWI's mission and eagerness to learn about REWI's programmatic work
  - Willingness to travel (~4 trips per year for staff retreats, Fund meetings, and other conferences and events)

**Location, Compensation, and Benefits:**

- This position is fully remote and requires a home office with a reliable internet connection.
- 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 four years of relevant 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://rewi.knack.com/jobs>. Only complete applications will be considered. Applications received before May 21, 2023, 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.*