



## American Wind Wildlife Institute Job Opportunity Project Manager

Washington, DC

Posted February 21, 2019; Open Until Filled

**Position Overview:** The American Wind Wildlife Institute (AWWI) seeks a Project Manager to support AWWI's work in developing science, tools, and strategies for wind power siting and operations that minimize impacts to wildlife and wildlife habitat. This position will work closely with AWWI's research, technical, and outreach staff to ensure the success of key projects. The Project Manager will develop plans for and ensure effective and efficient project implementation, including engagement with project partners and AWWI stakeholders from the wind industry, conservation and science NGOs, consultants, academia, and federal and state agencies. This is an unparalleled opportunity to work in the dynamic intersection of clean energy and wildlife conservation.

**About AWWI:** AWWI is a partnership of leaders in the wind industry, wildlife management agencies, and science and environmental organizations who collaborate on a shared mission: to facilitate timely and responsible development of wind energy while protecting wildlife and wildlife habitat. AWWI works closely with 40 wind industry and conservation partners and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible wind farm siting and operations.

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

- Ensuring projects are completed on time and within budget.
- Tracking of project deadlines and milestones and preparing required internal and external reports.
- Tracking spending against project budget, reviewing contractor invoices, and preparing financial reports in close coordination with AWWI's financial staff and contractors.
- Maintaining strong relationships and communications with all project partners, which may include technical teams, host sites, project funders, expert reviewers, and other project stakeholders.
- Supporting the negotiation of and ensuring compliance with all project-related contracts and scopes of work.
- As applicable, coordinating with project partners to ensure proper permitting for compliance with local, state, and federal laws.
- Reviewing technical reports, feasibility studies, study plans, experimental designs, and other technical documents.
- Identifying potential and real risks to the success of projects' budgets, schedules, and scopes, and coordinating with AWWI staff and the project team for effective and efficient resolution of issues.
- Coordinating the review of products by internal and external parties and the development of final reports for public release.

- Collaborating with AWWI's outreach staff to plan and implement outreach on products arising from designated projects.
- Supporting relationship building for future research and teaming opportunities.

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

- Bachelor's degree and 3-5 years of project management experience; Master's degree preferred but not required
- Strong working knowledge of project management methodologies, processes, and tools
- Specific knowledge and experience in wind energy and/or avian and bat biology is strongly preferred; experience with experimental design is preferred
- Experience with subcontractor procurement and management
- Experience managing multi-disciplinary teams to successfully complete project tasks
- Demonstrated ability to manage financial and technical aspects of projects and tasks
- Self-starter with excellent writing and communication skills
- Detail oriented with the ability to balance a diverse workload
- Strong conceptual, organizational, problem-solving, and research skills
- Ability to manage conflict and address challenging issues
- Ability to maintain professional relationships with diverse groups including AWWI team members, industry representatives, researchers, agency personnel, and consultants
- Support for AWWI's mission including a strong desire to work in a collaborative environment to achieve goals of a diverse stakeholder community

**Location, Compensation, and Benefits:** This position is located in Washington, DC. Salary is commensurate with the experience and skills of a project manager with 3-5 years of experience. AWWI offers a generous, comprehensive benefits package.

**Applications:** Please send a cover letter, resume, and writing sample to [hiring@awwi.org](mailto: hiring@awwi.org). Applications without a cover letter will not be considered. Applications will be accepted until the position is filled. No phone or written inquiries please.

*AWWI is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, religion, gender, color, sexual orientation, age, national origin, disability, veteran status or any other category protected by federal, state, and local laws.*

**AWWI 2019 Partners & Friends**

American Wind Energy Association ~ Apex Clean Energy ~ Association of Fish & Wildlife Agencies ~ Avangrid Renewables ~ Berkshire Hathaway Energy ~ Clearway Energy ~ ConnectGen ~ Defenders of Wildlife ~ DTE Energy ~ Duke Energy Renewables ~ EDF Renewables ~ EDP Renewables ~ Enel Green Power North America ~ ENGIE ~ Environmental Defense Fund ~ IdentiFlight ~ Innogy ~ Invenergy ~ Leeward Renewable Energy ~ MAP Energy ~ NextEra Energy ~ National Audubon Society ~ National Wildlife Federation ~ Natural Resources Defense Council ~ NRG Systems ~ Orion Renewable Energy Group ~ Pattern Energy Group ~ Portland General Electric ~ Puget Sound Energy ~ RES (Renewable Energy Systems) ~ Scout Clean Energy ~ Siemens Energy ~ Sierra Club ~ Southern Power ~ sPower ~ The Nature Conservancy ~ Tradewind Energy ~ Union of Concerned Scientists ~ Vestas Americas ~ The Wilderness Society