



## American Wind Wildlife Institute Job Opportunity Project Manager

Location: Remote; Full-time Position

Posted September 2, 2021; Open Until Filled

**Position Overview:** The American Wind Wildlife Institute (AWWI) seeks a Project Manager to join the AWWI Team. The Project Manager will support AWWI's work in developing science, tools, and strategies for renewable energy siting and operations that minimize impacts to wildlife and wildlife habitat. This position will work closely with AWWI's research 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 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.

**About AWWI:** AWWI is an independent, nonprofit partnership of leaders in the renewable energy industry, wildlife management agencies, and science and conservation organizations who collaborate to identify and mitigate impacts of renewables on wildlife and their habitats. AWWI's Board recently expanded AWWI's scope to address wind and solar energy. AWWI works closely with over [40 renewable industry and conservation partners](#) and many other advisors to build scientific research, strategies and tools, and best practices to inform environmentally sound wind energy and now solar energy siting and operations.

Collaboration and rigorous, independent science are fundamental to AWWI'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. AWWI 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.

**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 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, solar 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
- Excellent writing and oral communication skills
- Ability to work independently and remotely without regular supervision
- Strong conceptual, organizational, problem-solving, and research 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 maintain professional relationships with diverse groups including AWWI team members, industry representatives, researchers, agency personnel, and consultants

**Location, Compensation, and Benefits:** This is a remote position. If based in the Washington, DC area, there may be opportunities to work out of AWWI's DC office. 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 project manager with 3-5 years of experience. AWWI offers a generous, comprehensive benefits package.

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

<https://awwi.knack.com/jobs>. Only complete applications will be considered. Applications will be accepted until the position is filled. No phone or written inquiries please.

*AWWI 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.*