



Job Announcement

JOB TITLE: Project Manager

ORGANIZATION: Founded in early 2001, Northwest SEED works to establish a clean, diverse, and affordable Northwest energy system, based on efficient use of renewable resources, with maximum local control and ownership of energy assets. Our efforts encourage the development of successful on-the-ground, community-based energy efficiency and renewable energy projects. To learn more about Northwest SEED please visit: www.nwseed.org.

POSITION SUMMARY: Northwest SEED is searching for a Project Manager to assist with community-scale clean energy project development and implementation. The Project Manager will primarily focus on developing and assisting communities with energy conservation and renewable energy projects. Example projects can be found here: <http://www.nwseed.org/Projects/default.asp>

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Project Management

- Manage assigned projects, including internal and external coordination and communication, budget and resource management, reporting, and contract compliance.
- Work with various project stakeholders including government, utilities, community groups and businesses to ensure project milestones and deliverables are met.
- Evaluate project concepts, conduct economic and technical feasibility analysis and provide guidance on implementation.
- Hire and supervise interns as needed for project support.
- Provide technical assistance and outreach to communities interested in developing community-scale clean energy projects.

Project Development & Fundraising

- Assist with the development of new projects and initiatives that are consistent with organization's mission.
- Research funding opportunities, including federal, State, and/or other public and private sources.
- Assist with grant writing and building relationships with current and prospective funders.

Policy Analysis

- In collaboration with allies and stakeholders, develop policy positions.
- Represent Northwest SEED at appropriate events and meetings.
- Draft policy comments for public hearings, rulemakings, etc.

General

- Develop curriculum and lead workshops on energy conservation and/or renewable energy as needed.
- Represent Northwest SEED as a spokesperson and presenter at events and conferences.
- Participate in developing project and organizational goals and strategic plans.
- Travel regionally as necessary.

QUALIFICATIONS:

Desired:

The *ideal* candidate will have at least 4 years of project management experience with solid leadership and problem solving skills; experience performing feasibility and economic analyses; and at least 2 years of renewable energy experience.

Minimum:

- Bachelor's degree or equivalent experience.
- 2 years project management experience working on technical projects.
- Understanding of clean energy technology and systems.
- Excellent written and public speaking skills.
- Proven interpersonal skills to work within a non-profit team environment.
- Self-directed; able to manage tasks with minimal supervision.
- Ability to juggle multiple priorities to ensure project deliverables are met.
- Proven ability to interface with the public, project stakeholders, funders and potential funders, and provide presentations of analyses and recommendations.
- Flexibility and willingness to assist program staff and travel as needed.
- A commitment to empowering community-scale clean energy.

SALARY & BENEFITS: Full-time position based in our Seattle office. Salary DOE, with medical/dental/vision, public transit subsidy and a generous vacation package offered.

TO APPLY: E-mail cover letter, resume and writing sample (no more than 2 pages please) to info@nwseed.org with subject line: *Project Manager*. Applications may also be submitted to: Northwest SEED, 1402 3rd Ave, Ste 901, Seattle, WA, 98101. Position open until filled with a preferred start date of early April. **Applications must be received by March 5th, 2010 to be considered.** No phone calls please.

Northwest SEED is an equal opportunity employer.