



Senior Project Manager

Job Description:

The Senior Project Manager will manage projects, oversee project staff, complete business development tasks, and serve as a member of EI's leadership team. Responsibilities may include technical writing (i.e. CEQA document preparation), proposal preparation, business development, and marketing tasks. Senior Project Managers are expected to oversee project compliance with environmental policies and maintain client interactions on a variety projects. Other duties may include field team management or surveys and providing specialized site assessments. Specifically, the Senior Project Manager's responsibilities may include maintaining positive relationships with clients and public agencies, report preparation and review, developing and managing project budgets and schedules, business development activities, proposal preparation, task order preparation, contract compliance, staff training, and compliance monitoring (as necessary).

Education and Training:

- BS, BA and/or advanced degree in environmental science, environmental studies, or similar field

Qualifications:

- Project management experience in the environmental field on a range of projects with a variety of clients
- Demonstrated leadership role managing proposal efforts, contracts, and multiple project efforts simultaneously
- Knowledge of current environmental regulations including CEQA and NEPA
- Aptitude to work seamlessly on multiple tasks as requested or as assigned by the Principal
- Ability to maintain professional relationships with diverse groups including staff, clients, and contractors

Experience:

- At least 7 years of professional experience as a manager or roles with increasing responsibilities
- Proven experience working on all aspects of the project including proposal preparation, technical writing, client interactions, and field work (e.g. monitoring, site visits, site assessments)
- Ability to work on business development and marketing tasks to support EI's growth
- Experience and training in a specialized field (e.g. environmental policy, wildlife biology, marketing, etc.) is preferred