Project Manager

Environmental Initiative is a nonprofit organization working to advance social equity and environmental health. We do this by:

- Convening and facilitating conversations among diverse stakeholders to address environmental, economic, and public health issues.
- Managing on-the-ground projects to improve our air, land, and water.
- Planning and hosting events for leaders from nonprofits, communities, business, and government agencies to share information, network and learn from one another.

We believe building relationships, collaboration, and working across differences are the keys to fostering an inclusive, just, and thriving world. Learn more on our website.

Position Summary

The Project Manager works across Environmental Initiative's projects and programs to provide project management, direction, coordination, and other implementation leadership and support. The person in this role collaborates closely with a variety of Environmental Initiative team members, engages partners, develops relationships, and designs projects.

This position will have the opportunity to provide co-leadership and help manage one or more of the following established partnerships:

- Clean Air Minnesota – a network of public-sector, private-sector, and community partners working together to reduce air pollution and improve public health.

- Sustainable Growth Coalition – a business led partnership harnessing the reach and expertise of member organizations to advance corporate sustainability through the circular economy.

- Source Water Protection Collaborative – a group of leaders from local government, community development, and public health who are exploring innovative collective action that ensures clean, safe drinking water for all.

- Headwaters Agricultural Sustainability Partnership – a unique collaboration of public, private, and nonprofit partners deploying solutions in Central Minnesota that benefit the environment, economic viability of farmers, and vitality of rural communities.

Environmental Initiative is committed to the professional growth and development of all staff members. We invite all staff members to develop the skills required to work across differences in identity, interest, lived experience and power. We expect that all staff members will do their part to help implement the organization's strategic plan, in addition to prioritizing the needs of their specific areas of work.

Position Responsibilities

Project Management and Leadership

- Manage and lead projects, in consultation with directors, coordinators, and communications leads, including developing workplans, managing budgets and staff

teams, designing project timelines, identifying intended outcomes, defining key milestones, and evaluating impact.
- Manage project tasks and assignments across a project team, such as engagement, research, analysis, grants and proposal development, report writing, and other activities, driving to specific, defined outcomes.
- Develop and maintain relationships with project partners, funders, contractors, and vendors.
- Align program and project implementation with organizational vision, strategies, and direction, and seek opportunities for cross-programmatic collaboration, evolution, and expansion of partnerships and project work.
- Proactively communicate with project partners, funders, and other key stakeholders.

Communication and Engagement

- Build and maintain a diverse network of relationships in the nonprofit, government, and business sectors, and with individuals from most-impacted communities.
- Work with communications team to communicate project purpose, value, and importance.
- Design and produce virtual or hybrid meetings, events, and other gatherings.

Desired Skills and Experience

- Ability to work independently and perform self-directed work.
- Strong project, time, and budget management skills.
- Ability to simultaneously think strategically and big picture and manage logistical details effectively.
- Creative problem solver, entrepreneurial spirit, and comfort with exploring and experimenting with innovative solutions.
- Capable of designing and leading effective meetings.
- Experience leading program evaluation.
- Intercultural competence.
- Strong communications skills (written and verbal).
- Ability to lead internal teams and work collaboratively.
- Capacity to navigate conflict and address wide-ranging stakeholder needs.
- Experience managing collaborative projects, preferably including business, government, and nonprofit organizations.
- Proficiency with Mac computer systems and the Microsoft Office suite.

Physical Requirements

Candidates from Minnesota and across the United States are encouraged to apply. The person in the position is expected to be physically present for certain in-person meetings or events with Environmental Initiative providing reimbursement for required travel expenses. Occasional lifting, moving, or transporting materials or equipment weighing up to 30 pounds may be required.

All Environmental Initiative employees are required to either provide proof of full vaccination against COVID-19 or provide proof of weekly COVID-19 testing. Regular communication with Environmental Initiative staff, contractors, and partners via email, phone, Zoom, and Microsoft Teams is expected.

Compensation

This is a full-time position anticipated to start in January 2022 with an annual starting salary in the range of $45,000 - $50,000.

Environmental Initiative offers a flexible benefits package to all employees, including a group health care plan, dental insurance, HSA and FSA accounts, life insurance, long-term disability coverage, and a 403(b)-matching program. Environmental Initiative also embraces a flexible working environment, with the option to work remotely and determine a regular work schedule that accommodates individual staff members' needs and preferences.

How to Apply

Complete an [online application and upload your resume](#).

Applications submitted by Monday, December 6, 2021, will receive primary consideration, and the position will remain open until filled.