People & Culture

Job Profile

Renewable Energy Project Manager, Due Diligence

Department	Construction
Line Manager	Principal Project Manager
Direct Reports	n/a
Hours of Work	Exempt Level Position
Location	Hybrid: Seattle, WA, Golden, CO, or Saratoga Springs, NY
Experience	0-5 years Project Manager experience

Overview

The Renewable Energy Project Manager, Due Diligence is responsible for the delivery (scope, budget, and schedule) of the technical review of wind, solar, and energy storage projects completed by the Advisory team. The role will be the interface between our subject matter experts and our clients, which includes renewable energy investors, financing parties, developers, and project owners. The role may be hired as Associate Project Manager or Project Manager commensurate with candidate's experience and qualifications.

Roles and Responsibilities

- Manage and deliver successful due diligence services supporting client requirements to achieve deliverables.
- Conduct project management activities such as project coordination, assignments, contracting, managing subcontractors, resource scheduling, budget tracking, drafting routine client progress updates and change orders.
- Ensure the completion and consistency of primary deliverables (reports), which other team members have contributed to.
- Develop subject matter expertise in a delivery area (e.g. contract reviews, financial model reviews, environmental and permitting reviews) and contribute to project delivery.
- Ensure required financial reporting is undertaken accurately and in a timely manner.
- Responsible for the on-time, on-quality and on-budget delivery of tasks assigned to you.
- Coordinate diligence resourcing between Advisory and other departments within the company.
- Assist with the preparation and delivery of tenders/bids/quotes/proposals.
- Develop client relationships and grow toward being able to provide advice on the most appropriate route to meet their objectives.
- This position may require up to 15% travel for site visits.

Minimum Qualifications:

- Bachelor's Degree or equivalent in relevant technical field.

Desirable Qualifications and Experience

- 2+ years Project Management experience and 1+ years in renewable energy preferred.
- Experience in technical aspect of renewable energy project design, development, or project management.
- Project Management Professional certification (PMP)
- Experience in more than one renewable energy source: wind, solar, BESS.
- Experience in consulting, due diligence, and independent engineering.
- Advanced degree.

General Responsibilities

Health & Safety: All employees are required to adhere to Health & Safety Regulations and ensure best practice is met by both them and by their colleagues.

Environmental: All employees are required to adhere to the Environmental Regulations and ensure best practice is met to protect the environment and to actively support the business to always protect the environment when working with clients, colleagues and contractors.

Quality: All employees are expected to work within the systems, processes and procedures outlined within the department and / or company handbooks or software platforms or training manuals.

Flexibility: A reasonable degree of flexibility is required from all employees to meet the needs of the role, the department and the wider company.

Person Profile

Area	Essential Criteria	Desirable Criteria
Education & Qualifications	Bachelor's Degree or equivalent in relevant field	Advanced Degree Qualification specific to the role (management or PMP)
Specialist Knowledge & Skills	Renewable energy sector knowledge	Consulting experience and mindset
Interpersonal & Communication Skills	Highly organized and detail oriented Exceptional time management skills coupled with an aptitude for flexibility Pragmatic approach to problem solving	Understanding of solar, wind, and BESS concepts, utility-scale renewable energy project development and financing
Any Additional Requirements	Show initiative to solve problems and provide innovative ideas We are a matrix environment with teams based in multiple locations It is essential that individuals can work collaboratively across the business	Flexible approach to be able to manage tasks concurrently, and to be handle multiple short order pieces of work

Benefits

Natural Power is committed to providing an engaging and collaborative environment, supported by excellent and comprehensive benefits. Some benefits may be prorated based on start date and/or applied to "employee only" coverage.

- 100% Employer paid health insurance for single/qualifying plans
- 100% Employer paid vision & dental for single/qualifying plans
- Employer sponsored HRA or HSA for eligible plans
- 401k: Up to 6% employer match- eligible at start and no vesting period
- Starting at 3 weeks PTO time, plus 11 paid holidays and sick time
- Generous paid parental leave benefit
- Employer paid life insurance, plus STD/LTD benefits