



# GRIDWORKS

## Job Opening

**Position:** Project Manager (either Junior or Senior)

**Location:** Remote (Primarily Working in Pacific Time Zone)

**Deadline for Applications:** June 12, 2023

Decarbonization of our economy is within reach, and it is now more important than ever. Shifting our energy use away from carbon-intensive fuels and toward clean sources of energy will reduce pollution, create economic opportunity, and ultimately decrease the cost of energy, resulting in a healthier and more equitable, sustainable, and affordable future for all. The community next to the coal plant, the home next to the highway, and the millions of individuals who will be impacted by climate change are at the heart of what we do.

Gridworks is a non-profit organization that brings stakeholders from across the Western United States together to achieve their decarbonization goals. We facilitate and foster connections between decarbonization advocates, energy providers, and utility operators, enabling them to collectively determine the best approach to achieving decarbonization. Together with these stakeholders, we work to advance decarbonization policies and help states undertake a just transition towards a sustainable future. We also provide expert advice and guidance to policymakers as they make this important shift.

You can view examples of our work on our publications page [here](#) and blog [here](#). We are a small non-profit organization that offers its team members the ability to influence how we work and what we work on.

We are currently searching for *either* a junior or senior project manager to support our growing team. The job will include the following responsibilities primarily in support of Gridworks' projects in the Pacific Northwest and West-wide transmission planning.

### Responsibilities common to both the senior and junior position

- Perform core project management tasks. These include: sending meeting invitations; maintaining project participant lists; taking meeting notes; gathering and distributing meeting materials; managing website content; tracking action items; and managing a project schedule.
- Write and format clear, concise, engaging content for a range of products you might support. These include: fact sheets, literature reviews, emails, newsletters, presentations, and talking points. Think critically about the intended audience for each given work product. Create visuals to aid in understanding of complex topics.
- Conduct research and present findings to build subject matter expertise within Gridworks and project partners.



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- Participate in project meetings and provide feedback on what went well and what could be done differently.
- Develop subject-matter expertise to allow for growth in responsibilities. Potential areas include: building electrification, long-term gas system planning, electric system resiliency, hydrogen's role in a decarbonized future, transmission system planning, markets, behind-the-meter electric generation resources, distribution system planning, etc.
- Build strong working relationships with project partners.
- Manage your time and energy across multiple projects simultaneously. Actively communicate the potential for missed deadlines or deliverables in advance and work in partnership with the project lead to develop a path forward.
- Collaborate with project leads in developing key project deliverables. These include: project work plans, schedules, literature reviews, meeting materials, meeting summaries, reports, and communication plans.
- Provide weekly project updates to Gridworks staff
- Support development of Gridworks best practices on a wide range of issues, including: facilitation, project management, hiring, HR, external communications, etc.
- Facilitate internal meetings and potentially some external conversations.

### Qualifications

#### *Qualifications for Junior Project Manager*

- Bachelor's degree or equivalent years of professional or lived experience
- 1-2 years of professional or lived experience (in addition to above education/experience requirements)
- Experience developing a functional expertise in a new issue area
- Strong oral and written communication skills
- Organizational skills and proficiency in project management best practices including strategies to coordinate groups; prepare and manage a project schedule; organize materials; etc.
- Interest in working in an environment that requires collaboration, an openness to changing course, juggling multiple projects involving different subjects, and creative problem solving
- Ability to travel to occasional in-person meetings (primarily in the Pacific Northwest) and staff retreats
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint), Google Suite (Gmail, Google Docs, etc.) online meeting platforms (Zoom, Microsoft Teams, and WebEx).



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- Demonstrated experience with environmental/social justice regional issues, frameworks, and principles; as well as a commitment to contributing to Gridworks' diversity, equity, and inclusion goals.

### *Qualifications for Senior Project Manager*

- Bachelor's degree or equivalent years of professional or lived experience
- 3-5 years of additional professional or lived experience, including at least 2 years working in some aspect of the energy or environmental industry (in any jurisdiction)
- Demonstrated experience facilitating a group through decision-making regarding strategic, programmatic, and/or policy issues
- Prior experience leading a program or project
- Working knowledge of the energy industry including regulatory structures, policies, key stakeholders, technologies, major challenges, etc.
- Subject-matter expertise in one or more areas of the clean energy technology, program, and/or policy landscape
- Experience developing a functional expertise in a new issue area and the ability to articulate your personal learning style
- Strong oral and written communication skills
- Organizational skills and proficiency in project management best practices including strategies to coordinate groups; prepare and manage a project schedule; organize materials; etc.
- Interest in working in an environment that requires collaboration, an openness to changing course, juggling multiple projects involving different subjects, and creative problem solving
- Ability to travel to occasional in-person meetings (primarily in the Pacific Northwest) and staff retreats
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint), Google Suite (Gmail, Google Docs, etc.), and online meeting platforms (Zoom, Microsoft Teams, and WebEx).
- Demonstrated experience with environmental/social justice regional issues, frameworks, and principles; as well as a commitment to contributing to Gridworks' diversity, equity, and inclusion goals.

### **Additional Details**

- *Manager:* This position would primarily work with our Pacific Northwest Director (Kate Griffith). Kate would be responsible for onboarding activities, assigning projects, goal-setting, guidance, and day-to-day management responsibilities. You can view her bio [here](#). The role will also collaborate with other Gridworks staff, fellows, clients, and working group members on projects.



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- *The Gridworks Team:* The Project Manager will also collaborate regularly with other Gridworks staff, fellows, clients, and working group members on projects. Gridworks is comprised of a small team of full-time staff that is supported on projects by part-time fellows who offer subject-matter expertise. The Gridworks Board gathers quarterly to review progress on the organization's business plan, offer fundraising support, and approve key governance materials. You can view more information about Gridworks' staff, fellows, and board members [here](#).
- *Location:*
  - Given COVID-19, this position is remote with occasional travel requirements for in-person meetings (predominantly in the Pacific Northwest) and team retreats.
  - This role will require availability during typical working hours in the Pacific time zone. Note that you do not necessarily need to live in the Pacific time zone, though familiarity with this region would be helpful.
  - We recognize the difficulty of onboarding with a new organization remotely, particularly as a more junior employee. With that in mind, it might be easier for the candidate to live somewhere that would allow for brief travel via car or public transit to the Puget Sound region in Washington State (where the Director lives and works). We could meet in-person more frequently to discuss projects and get to know one another. This is up to you to decide as an applicant.
- *Hire Type:* Full-time
- *Start Date:* We would like to have a candidate selected in time for a start date ideally around **July 10**.
- *Benefits:*
  - The salary for this position will be between \$75,000 and \$100,000 depending on experience level. For example, a senior project manager might expect an offer around the middle to higher end of the range, while a junior project manager might expect an offer towards the lower end.
  - Gridworks offers unlimited paid time off and we encourage our employees to use it!
  - Gridworks provides reimbursement to cover dental, vision, and medical benefits.
  - Gridworks offers a 403(b) plan which allows participants to make pre-tax contributions towards retirement savings. Note that a 403(b) plan is the non-profit equivalent to a 401(k). Gridworks does not currently offer matching contributions.

### Application Instructions

To apply, please email the following to [info@gridworks.org](mailto:info@gridworks.org) no later than **June 12**. Applications will be reviewed as they are received and candidates will be invited to interview on a rolling



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basis. However, we will wait until after the June 12 deadline to make any final decisions to ensure we consider all applications.

1. Resume
2. Cover letter that highlights your interest in Gridworks and qualifications for the position.
3. Two writing samples that demonstrate your ability to synthesize complex information and present it clearly to the target audience (e.g., website, presentation, report, meeting summary, research paper, article, etc.). Please share a little about the target audience and offer some context for the materials. Just a few bullet points will suffice.
4. Two references that we may contact to verify your experience and qualifications. (This does not need to include your current employer if you prefer to keep your job search confidential.)

If you have any questions about the role or your eligibility—including questions about alternative qualifications that we have yet to consider— please do not hesitate to reach out. Gridworks is committed to increasing the diversity of our team’s perspectives, experiences, and ideas to support our mission. We strive to reflect the communities we serve and will consider all qualified applications regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.