



2191 HILLCREST ROAD • QUAKERTOWN • PA • 18951 • (855) 752-6862

PROJECT MANAGER

LEVEL

Manager, Senior Manager

OVERALL OBJECTIVE

Work directly with clients to design, budget, propose, and execute custom ecological restoration and rehabilitation projects for all client types. Maintain, manage, and grow a pipeline while supervising Field Leads, Specialists, and Technicians in and out of the field.

REPORTS TO

Program Manager

KEY RESPONSIBILITIES

- Lead the process of assessing, designing, budgeting, proposing, and directing the implementation of restoration projects for your region or area of specialty
- Establish and grow the number and quality of relationships such that you are aware of most projects that are being funded in your region or area of specialty
- Communicate proactively with partners, prospects, and clients to schedule meetings, produce site assessments and proposal documents, adhere to project timelines and documentation requirements, and to keep everyone frequently informed
- Participate in private and public events, such as introducing the company and yourself to new potential customers (prospecting), making presentations at conferences and open meetings (branding), and representing the company at tradeshows (marketing)
- Manage the daily business and financial operations for all aspects of each project, including but not limited to expense management, logistics, customer support, and vendor collaboration.
- Contribute to the company's knowledgebase through the accurate and regular use of company software, particularly Collector™
- Create and maintain projects using our Project Management software
- Enforce and contribute to the creation of policies, procedures, and training documents and materials as assigned by the Program Manager.
- Contributing to the effective communication and marketing of yourself, your team, and the company by producing high-quality photo and video assets
- Perform the role of "Field Lead" when directing the implementation of restoration projects from the field, including but not limited to: assigning tasks and goals to Technicians and Specialists in the field, ensuring safe working conditions for yourself and others, training and overseeing Technicians and Specialists in the field.
- Actively participate in company communication systems and platforms, including but not limited to email, Teams, apps, and others as assigned.
- Maintain active licenses and certifications.
- All other duties as assigned.



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REPRESENTATIVE ACTIVITIES

May include, but are not limited to:

- Conduct site visits, develop options, and write proposals for new and existing clients
- Be the single point of contact (SPOC) for clients assigned to you
- Develop and manage project plans, along with deliverables and task lists
- Set weekly project objectives, and schedule weekly activities
- Oversee daily project preparation activities, including auditing project logs and timecards
- Order materials and equipment for projects
- Coordinate with nurseries to procure necessary plant material for projects
- Author client reports and articles for publication
- Take responsibility for critical seed collecting activities for your projects, as required
- Monitor activities and coach team members on technique and methodology
- Use backpack and UTV-mounted herbicide spraying equipment, wearing PPE
- Moving and planting 100 trees, bareroot, and live stakes, or, 2000 herbaceous plugs per day
- Drive trucks and trailers; occasionally drive box trucks
- Travel to/from job sites each day an average of an hour, with occasional longer trips
- Perform basic maintenance of tools
- Occasional overnight stays in motels

SKILLS AND QUALIFICATIONS

- Ability to assess and evaluate sites for native Northeast and non native plant species, present conditions, and other factors that will inform appropriate ecological restoration and rehabilitation approaches.
- Ability to operate equipment and tools safely and efficiently.
- Excellent written and verbal communication skills, especially as they pertain to the creation of engaging and accurate sales documents.
- Ability to effectively use and navigate Microsoft Office Software.
- Current industry-related licenses, certificates, and trainings.

PHYSICAL AND COGNITIVE ABILITIES

- Ability to perform full range of field work under sometimes strenuous conditions.
- Ability to prioritize tasks and ensure productivity and safety for themselves and their team members at all times.
- Ability to communicate effectively with all team members, vendors, and clients as assigned.

To Apply: Please submit your resume and a cover letter that describes why you think this role is the best next step in your career. Feel free to also describe your detailing experiences with field ecology, native nursery management, and project management.

Please send all inquiries to contact@archewild.com