



Position: Senior Project Management Professional (PMP) – International Offshore Wind Partnering Forum (IPF)

Reports To: VP, Event Planning – International Offshore Wind Partnering Forum (IPF)

Type: Exempt

Location: Hybrid

ORGANIZATION PROFILE

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

POSITION SUMMARY

The primary role of the Senior Project Manager (PM) will be to lead all coordination and planning efforts regarding the IPF. The PM will report directly to the Vice President of Event Planning for the International Offshore Wind Partnering Forum (IPF). In executing the responsibilities of the position, the PM will create a sustainable infrastructure for communication and verification for staff and conference vendors. The PM will oversee the organization, scheduling, cost, and execution of all IPF planning and reporting. The PM will interface with internal and external stakeholders individually and in groups as necessary to complete relevant tasks. The PM will perform on-going analysis of the project throughout its lifecycle, communicate variance, and adapt scope to ensure project teams and vendors meet key milestones. Project performance will be reported to executive stakeholders on a regular cadence.

POSITION FUNCTIONS AND RESPONSIBILITIES

- Attention to detail, critical thinking, and concise communication is critical to the success of this role
- Manage external and internal IPF project teams to ensure maximum performance, providing purpose, direction, and motivation
- Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation
- Coordinates internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments
- Analyzes project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements
- Establish and maintain relationships with appropriate internal and external team members, providing day-to-day contact on project status and changes

Daily and Monthly Responsibilities

- Implements the IPF Strategic Management Plan (VIP outreach, speakers and program content, marketing-digital and print, outreach, event planning including conference and all side events, graphic design, international delegations, sales, surveys and follow up) and holds internal and external staff accountable for meeting deadlines, responsible for execution of multiple teams and tasks
- Utilizes Asana for project tracking and team transparency as well as accountability
- Establish and maintain processes to manage the entire IPF project scope over the project lifecycle, including maintaining brand standards and established project quality and performance standards,
- Structure and manage integrated, multi-track project performance databases for multiple digital, print, social, ensuring messaging is up to date and integrated across all platforms
- Develop and maintain partnerships with outside resources—including third-party vendors
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans

EDUCATION AND EXPERIENCE

- Bachelor's Degree
- 7+ years project management experience
- Hands-on experience with developing web technologies and software platforms for maximum usability
- Proven success working with all levels of management
- Excellent written and verbal communication skills
- Strong presentation skills
- Professional certification, PMP preferred
- Previous success in producing projects with hard deadlines and deliverables
- Strong attention to deadlines and budgetary guidelines
- Experience developing internal processes

BENEFITS AND COMPENSATION:

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short & Long Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

WORKING CONDITIONS

- Work is in an office environment

BNOW provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Cover letters and resumes should be sent via email to careers@offshorewindus.org