



Headquarters
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Title: Project Manager
Department: Any of Impact7G's Service Departments
FLSA Status: Salaried, Exempt
Status: Regular full-time
Reports to: Senior Project Manager/Department Head or Senior Project Manager
Effective Date: 1/1/2023, Revision #N/A, Revision Date: N/A
Employment Eligibility: Must be legally authorized to work in the United States without sponsorship.
Location: This position can be remote, hybrid, or fully on-site at any Impact7G office; however, this may vary by department. Remote and Hybrid roles must work in a location within the United States.

Overview

The Project Manager is responsible for working closely with team members to accurately scope and price projects. This position will develop professional service agreements (PSAs) for review by Department heads and/or Senior Project Managers. Additionally, the Project Manager will ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, reviewing monthly invoices, and establishing effective project communication plans as well as properly executing on those plans. The Project Manager is expected to manage a minimum of \$300,000 in revenue on an annual basis.

Principal Duties and Responsibilities

The essential job duties and responsibilities include:

- Maintain familiarity with how various client needs are prioritized and capitalized.
- Assist in conducting the appropriate training/research for a project. Scope out tasks needed to complete projects and exceed client needs.
- Create a workflow planning schedule.
- Ensure that team members complete tasks according to schedule and regularly monitor individual project budget variances and average days WIP.
- Assist team members understand and operate within the time budgeted to complete each phase of a project.
- Identify staff member training needs and provide this training.
- Prepare progress reports for clients.
- Ensure that health and safety laws are followed.
- Maintain a high level of skill and professionalism in one's field of expertise.
- Effectively market our services to both current and potential clients. Ensure client satisfaction, with the goal to earn repeat business.
- Present at professional conferences and/or client events.

Required Qualifications

- A Bachelor's degree with additional education and training in project management principles.
- 5 years of experience in consulting.
- Excellent interpersonal and communication skills.
- Ability to multitask.
- Mentorship with project management tasks, including scoping and budgeting projects.
- Excellent planning and time management skills.
- Experience with project management software packages.
- Proficient with the Microsoft Office products, including Teams, SharePoint, Outlook, Word, and Excel.

Preferred Qualifications

- 7+ years of experience in consulting.
- Project management professional (PMP) certification.

Physical/Environmental Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds, on occasion.
- Ability to work in a variety of weather conditions in outdoor environments.

Leadership Responsibilities

- Some Project Managers will not have any direct reports/leadership responsibilities. Those that do will be responsible for areas included, but not limited to below:
 - Recruits, interviews, hires, and trains new staff.
 - Oversees the daily workflow of the department.
 - Provides constructive and timely performance evaluations.
 - Handles discipline and termination of employees in accordance with company policy.

Travel Requirements

- Some, 15%-40%
 - Travel will vary based on specific department needs and can range from in-state to regional/national via a combination of car/air.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Our Core Values

An effective **Project Manager** will live the Impact7G mission of relentlessly working to help our clients and fellow staff achieve their objectives through professional services that foster sustainable decisions. Our Seventh-Generation philosophy activates informed decision-making for today's generation while considering the impacts on the environment and people of the future.

Selfless Service: Our staff are eager to help our clients and their colleagues at any moment, regardless of the task. The result is unmatched customer service.

Meaningful Connections: The story of Impact7G's growth revolves around a network of meaningful connections. We rely on strong partnerships to support our mission of providing long-term value to our clients.

Exceed Expectations: In an extremely competitive environment, meeting expectations is not enough. Our diverse team of environmental professionals deliver innovative approaches and proactive communication.

Make an Impact: We strive to make positive impacts within natural and built environments. We do this by developing future-focused solutions that consider the entire lifecycle of each project.

Equal Opportunity Employment Statement

Impact7G will consider all qualified applicants without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, pregnancy, disability, military/veteran status, genetic information, or any other protected class, in accordance with applicable federal, state, and local laws.

We strongly encourage minorities, veterans, and individuals with disabilities to apply for openings with us.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____