



Job Title: Project Development Manager

Revision Date: March 16th 2018

SUMMARY OF ROLE:

Under the supervision of the Director of Development or their designee, the Project Development Manager has the following areas of responsibility:

- **Real Estate Development:** Working with the NARENCO team to ensure each project has all required documentation to secure legally valid site control.
- **Project Development:** The Project Development Manager will be responsible for every aspect of the development cycle. A few examples include:
 - Corporate Documentation
 - Real Estate – Title & Survey
 - Zoning Approvals – Re-zoning, Special/Conditional Use Permits
 - Environmental Investigation and Permits
 - Utility Interconnection
 - State & Federal Project Filings
- **Management of Consultants:** The Project Development Manager will be responsible for managing third party consultants to obtain documents such as ALTA Surveys or Phase I ESA reports, and Interconnection Agreements.
- **Project Summary & Reporting:** The Project Development Manager is expected to keep an up to date project summary and status report of each and every project. Project reporting includes:
 - Key Project Highlights
 - Project Financials
 - Project Schedules
 - Budget Reports

MINIMUM QUALIFICATIONS:

- Bachelor's degree;
- Extremely organized;
- Excellent oral and written communication;
- Self-motivated with excellent time management skills;
- Utility scale solar development experience or exposure to real estate development or environmental consulting preferred;
- Familiarity with environmental permitting process;
- Technologically savvy and proficient with PC skills including the use of the Microsoft Office Suite (Word, Excel, PowerPoint, Google Mail), as well as, Google applications;
- Highly ethical behavior complementary to the Company goals and brand image;
- Able to demonstrate a responsive, service oriented approach to listening and responding to customers and internal stakeholder requests, concerns and interests;
- Able to communicate status of work activities and risks/issues with peers and management as each relate to project likelihood of success and deliverability;

- Has strong analytical, diagnostic, and problem-solving skills with consistent ability to deliver detail oriented, accurate and thorough work products;
- Effective communication skills both written and oral with a variety of stakeholders from rural farmers to C-suite executives;
- Possess positive team spirit and inspire same in co-workers; and,
- Compliance with Company processes, systems and controls.

COMPENSATION AND BENEFITS:

- Annual base salary: Commensurate with experience.
- Eligible for project completion bonuses.
- Use of company car for work travel.
- Company will provide a laptop, and workstation with peripherals at Company headquarters.
- \$100/month reimbursement for mobile phone use.
- Medical, dental insurance per company policy.
- Participation in 401k, vacation and company paid holidays per Company Employee Handbook.

HOW TO APPLY:

- Please email a Resume & Cover letter to Michael.cox@narenco.com with the subject “Project Development Manager – Applicant (Your Last Name)”