



Job Description for Project Manager

Minimum Qualifications:

Education: Bachelor's degree in relevant field (including Environmental Science; Biology; Environmental Planning; Chemistry; Industrial Ecology; Industrial Design; Permaculture within industrial settings; Environmental or Chemical engineering or any multi-disciplinary studies focusing on intersection between science and policy issues).

Skills: Strong oral and written communication skills; Good interpersonal skills; Ability to manage client relationships; Ability to effectively use the internet for research; Ability to interact with manufacturing suppliers by phone; Interest and understanding of the interface between industry and the natural environment; Working knowledge of Cradle to Cradle, Design for Environment, Industrial Ecology and Life Cycle concepts; Functional knowledge of MS Word, Excel, PowerPoint, and Outlook.

Job Duties:

Primary role is to lead or assist in the acquisition and maintenance of client accounts for two of MBDC's core services – Cradle to Cradle® Certification and Cradle to Cradle® Consulting. Specific duties may include:

- Overseeing Cradle to Cradle® Certification projects for clients:
 - Travel for site visits
 - Map out the supply chain
 - Communicating with client suppliers and sub-suppliers
 - Managing complex data sets
 - Coordinating MBDC internal resources to keep players engaged and up to date
 - Providing periodic updates to clients on the status of the project while maintaining confidentiality
 - Report writing
- Organizing project deliverables and helping maintain agreed tasks and timelines
- Interacting with clients and their supply chain partners to collect and enter material information into MBDC's information management system. Interact with technical team to complete material evaluations
- Securing Non-disclosure agreements with clients and suppliers. Preparing proposals and contracts for new clients as needed.
- Educating clients, suppliers and general public about the goal of our work and processes used
- Supporting the Certification Program:
 - Researching areas of concern
 - Researching alternative programs and presenting comparisons between them
 - Proposing revisions to existing criteria/new criteria
- Maintaining the internal Project Management binder
- Participating in technical staff meetings
- Serving as the liaison for the affiliate architecture firm (William McDonough + Partners):
 - Conducting ad-hoc material evaluations for specification
 - Managing material evaluation projects
- Consulting
 - Conducting ad-hoc research for consulting projects
 - Conducting ad-hoc research toward the creation of new consulting offerings
- Providing administrative support when needed

**Compensation:**

Salary: \$35,000 - \$40,000 annually

Benefits: Insurance for health, dental, life, and disability; Vacation; Pre-tax retirement savings plan.

Submission Requirements:

Submission deadline: August 15, 2010

- Resume and cover letter describing your interest in MBDC as a potential employer and any work experience that is relevant to sustainable product design and manufacturing.
- Brief writing sample (3-5 pages) and desired salary range.
- Email all submissions to employ@mbdc.com. Please also indicate where you saw the job posting. We regret that we cannot respond to telephone calls.

Hire Date:

Expected late August to early September 2010

For more information, please visit <http://www.mbdc.com/employment.aspx>