

Job Description			
Job Title:	Commercial/Industrial Market Manager	Position Type: Salary	Full Time
Department:	Strategic Implementation	FLSA Status:	Exempt
Location:	Pinyon Environmental, Inc.	Rate of Pay:	Dependent on experience
Position Summary			
<p>The position involves leading the commercial and industrial market which supports private clients.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Seller/Doer – brings in work within the commercial and industrial market and manages due diligence and remediation type projects • Although the individual may have a technical background in due diligence/remediation, s/he would be responsible for development of business in all the company’s technical areas, which are: biology, cultural resources, due diligence, remediation, environmental engineering, compliance, NEPA and industrial hygiene/asbestos • Leads strategic planning for the growth of the commercial and industrial markets • Develops Market-Specific Strategic Plans, communicates the plans to their teams and implements • Tracks leads and pursuits; leads the teaming and proposal strategy (e.g., go/no-go) • Develops revenue projections for markets as part of annual budgeting process • Develops expenses for markets as part of annual budgeting process • Establishes and meets the growth goals set in the annual plan • Leads the client experience program for the market • Tracks and market on-call contracts • Develops external communications (e.g., newsletter articles, direct mailings) coordinating with communications • Involved in various professional organizations as an attendee and in leadership roles (e.g., committee chair, board leadership, presenting) • Evaluates market/client-specific rates on an annual basis and coordinates with the Financial Services Team to set rates • Completes quarterly market status reports for submittal to the Strategic Implementation Leader • Analyzes market health (e.g., profitability, revenue, write-offs, AR, WIP) and reports to the Strategic Implementation Leader • Accountable for market health (e.g., profitability, revenue, write-offs, AR, WIP) • Participates in strategic planning sessions and leads planning efforts for responsible market • Participates in project delivery, including project and/or task management, technical oversight, technical review, scientific analysis, report writing, budget control, etc. It is likely that 50% of one’s time will be spent on chargeable project work, and the other 50% on business development/strategic implementation • Responsible for other administrative tasks, as needed <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Bachelor’s degree in environmental discipline (e.g., environmental science, biology, environmental planning, environmental engineering). • 10 plus years of experience managing projects and working as a client manager. • Understanding of strategy versus tactics. • Analytical data review, interpretation, and report preparation. • Ability to work independently or in a group. • Outstanding communication skills (verbal and written) are required. <p>Cover Letter</p> <ul style="list-style-type: none"> • The cover letter should clearly describe and demonstrate the candidate’s experience, and the candidate’s vision, for growing business across all technical sectors as described in this posting. The letter should also describe the person’s interpretation of “strategic implementation” and what that looks like. We are looking for an outside-the-box thinker; someone with energy and vision; someone with the ability to critically evaluate opportunities, develop clear objectives, and act on them. 			