

Job Description			
Job Title:	Federal Market Manager	Position Type: Salary	Full Time
Department:	Strategic Implementation	FLSA Status:	Exempt
Location:	Pinyon Environmental, Inc.	Rate of Pay:	Commensurate with experience
Position Summary			
<p>The position involves leading the Federal market which supports Pinyon’s Federal Government clients.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Responsible for following a “seller/doer” model of bringing in work within the Federal market and managing projects • Responsible for marketing all of Pinyon’s core capabilities to federal clients including biological studies, cultural resource studies, due diligence, remediation, environmental engineering, compliance, NEPA, and industrial hygiene • Analyzes and is responsible for market health (e.g., profitability, revenue, write-offs, AR, WIP) • Develops Market-Specific Strategic Plan, communicates the plan to the teams and implements • Develops revenue and expense projections for the Federal market as part of annual budgeting process • Completes quarterly market status reports • Participates in strategic planning sessions and leads planning efforts for the market • Tracks leads and pursuits; leads the teaming and proposal strategy (e.g., go/no-go) • Tracks and markets IDIQ and BPA contracts • Manages the GSA schedule for federal contracts • Leads the client experience program for the market • Develops external communications (e.g., newsletter articles, direct mailings) in coordination with the Marketing Department • Involved in various professional organizations such as SAME as an attendee and in leadership roles (e.g., committee chair, board leadership, presenting) • 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 some of one’s time will be spent on chargeable project work, in addition to the business development/strategic implementation • Responsible for other administrative tasks, as needed <p><u>Knowledge, Skills, and Abilities</u></p> <ul style="list-style-type: none"> • Demonstrated experience working with Federal agencies specifically U.S. Army Corps of Engineers, General Services Administration, Department of Energy, Department of Interior and the Department of Defense • Bachelor’s degree in environmental discipline (e.g., environmental science, biology, environmental planning, environmental engineering) • 10 plus years of experience managing projects for federal agencies and working as a client manager • Experience working with or managing a GSA Schedule contract • 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 			

Cover Letter:

The cover letter should clearly describe and demonstrate the candidate’s experience in the Federal market, 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.

Send your resume and cover letter to: careers@pinyon-env.com. In the subject line, please indicate “Federal Market Manager”.