



Manager of Program Implementation

Tradewater is a mission-based company headquartered in the vibrant Fulton Market neighborhood of Chicago, Illinois and operating in various locations throughout the world. Our projects are designed to fight climate change, create economic development opportunities, and make a profit. We achieve this through the collection, management, and destruction of greenhouse gases.

Fighting the global climate crisis requires the energy and talent of people of many backgrounds and experiences who are ready to apply their knowledge and expertise to this important problem. Tradewater is seeking someone to serve as manager of our principal carbon offset project in the United States. This person, together with the Director of Program Implementation, will lead a team working to achieve our company mission and performance goals to collect and destroy greenhouse gases equivalent to more than 1,000,000 tons of CO₂ annually.

The position is based at our corporate office in the Fulton Market neighborhood of Chicago and reports to the Director of Program Implementation.

Key Areas of Responsibility

- Direct and support the activities of team members to reach operational targets
- Manage the day-to-day operations of the company's principal U.S. carbon project, refrigerant procurement.
- Support sales staff in achieving individual and team conversion goals
- Monitor the refrigerant procurement process (from inbound opportunities to converted purchases, akin to a sales pipeline) and proactively identify risk areas and solutions
- Provide regular reports to the Director regarding the pipeline and goal achievement
- Meet regularly with the Director to set strategies and tactics, and then implement them
- Reinforce the importance of metrics and monitoring progress and success
- Provide on-going support of team members regarding professionalism and negotiations with customers in both the digital realm and over the phone
- Jump in and provide hands-on coverage for team members when needed
- Monitor workflow and implement short-term and long-term solutions
- Maintain program standards and provide support in communicating project timelines, reviewing paperwork, and conducting ongoing training
- Make recommendations to the Director regarding additional training needs
- Work collaboratively with the Director to facilitate delivery and compliance with the refrigerant purchasing strategy

- In conjunction with the Director, prepare an annual development plan for team members to ensure training needs are appropriately identified and a mutually agreed upon training plan for individual staff members is completed
- Foster an environment of teamwork and emphasize the importance of strong project management

Experience and Qualifications

There is no prototypical professional background we seek. Instead, we are seeking someone with 10 years of professional experience and the following characteristics:

- A capacity to think strategically and creatively while simultaneously tending to and problem-solving around project minutiae
- A competitive spirit that is motivated by audacious goals
- Experience managing a team, ideally in a sales or highly target-driven environment
- Excellent organizational skills and the ability to manage multiple diverse tasks at the same time
- The ability to adapt quickly in a fast paced and changing environment
- Experience motivating and helping a team navigate through change
- Experience with negotiations, analytics, strategy, planning and managing procurement activities
- Comfort with customer relationship management systems and business intelligence software
- A preference for working in teams and setting and achieving collective goals, and the ability to develop the capacities of teammates to achieve those goals
- Expectations that all tasks, no matter how small, be performed with excellence
- A willingness to push forward through hard work and innovation, even when the path is not always clear
- Excitement about becoming expert in a wide variety of topics from chlorofluorocarbon refrigerants to digital marketing to reverse logistics.
- The ability to thrive in a highly collaborative environment
- A commitment to Tradewater's mission

Tradewater offers a competitive salary and good benefits. If you are interested, please submit an application online at <https://app.jobvite.com/j?bj=ouzsdfws&s=TW> Website. An initial phone screen will be held with qualified candidates, followed by up to three rounds of interviews and discussions with Tradewater's leadership.