



Seeking Project Manager

Closed Loop Partners (CLP) is an impact investment firm that invests in sustainable consumer goods, recycling, and the development of the circular economy. Investors include many of the world's largest consumer goods companies and family offices interested in investments that provide strong financial returns and tangible social impact. CLP's Center for the Circular Economy is a New York City-based innovation platform to commercialize products, services and technologies that are leading the transition from a linear take, make, waste economy to a restorative one in which materials are shared, re-used, and continuously cycled.

The Center leads pre-competitive collaborations among major brands, NGOs, and startups to solve for material challenges and supply chain bottlenecks. The Center seeks a Project Manager to manage diverse projects that identify innovative solutions at the intersection of design, finance, and infrastructure.

The Project Manager is responsible for:

- Communicate with project partners on the vision, goals, and details of projects on a daily basis
- Lead communications with consulting partners engaged in the study and subject matter experts at Closed Loop Partners
- Maintain project schedule, coordinating multiple moving pieces among external and internal team members to ensure high-quality deliverables
- Draft project proposals, including budget and timeline
- Draft and disseminate RFPs, establish criteria for successful submissions, oversee contractual relationships and quality control of deliverables including content, design, and communications
- Develop agendas and high-quality, concise, and visually compelling decks for internal and external project meetings
- Plan and execute stakeholder workshops and events
- Coordinate closely with Communications team on all public-facing project communications

Qualifications:

- Minimum five years post-college experience within a consulting, project management and/or CPG setting
- Strong writing, editing, and communication skills
- Excellent organizational skills, attention to detail, and thoroughness
- Strong critical and analytical skills
- Demonstrated interest in sustainability and the circular economy
- Familiarity with chemistry of polymers, supply chain, and recycling
- A dynamic, enthusiastic individual who can take both initiative and direction



- A team player who enjoys collaboration

Please complete our application form for this position [here](#), including your resume and a cover letter describing your qualifications and why you're interested in this role. Incomplete applications will not be considered. Qualified applicants will be contacted to schedule an interview. Please do not contact Closed Loop Partners staff to follow up on your application.