



TECHNOLOGY TRANSITION CORPORATION

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March 26, 2018

Vacancy Announcement Project Manager with Finance Focus

Technology Transition Corporation (TTC) has an immediate vacancy for an energetic and self-motivated career professional to join us to fill a new project manager position. Already working in project management, or as a financial auditor, possibly in the energy or forestry industries, or for an association management company? Consider applying!

ABOUT US:

Technology Transition Corporation is an association management company with a specialization in emerging energy technologies. We assist organizations in growing markets and removing barriers for emerging energy technologies and sectors. We launch and manage non-profit industry trade and academic professional associations and for-profit ventures. Our expertise includes biomass thermal energy, biogas, hydrogen and fuel cells, environmental engineering, power system planning, and event planning. TTC provides financial management, accounting and reporting services, in addition to broad technical and management services. (www.ttcorp.com)

ABOUT YOU:

You have financial expertise and familiarity with government contracts, which is a primary component of this position. In addition, you are able to manage projects in the clean energy field, oversee the development of educational and policy resources and materials. You will report to TTC leadership and engage in frequent correspondence with client members, boards, client executive staff, consultants, and government agencies. Strong communications, oral and written, as well as the ability to multitask are required. If this describes you, you are the right candidate for management of TTC client projects that are partially or fully funded through government contracts.

RESPONSIBILITIES:

Specific responsibilities may include, but are not limited to:

- Provide financial project oversight and management in preparation for government audits
- Develop a two party agreement for roles and responsibilities on a multi-million dollar project
- Develop financial controls for financial management of projects in an association
- Engage with government entities by processing requests for reimbursements and supporting data
- Lead the development of indirect cost rates for clients with support from senior advisors
- Coordinate the annual financial review and evaluation of controls to provide adequate financial oversight
- Provide financial check-ups for associations, including cash flow, A/R collection, etc.

ARE WE LOOKING FOR YOU?

This position is open to candidates with at least 5 years of professional experience in project management, consulting, and a college degree in Business Administration, Finance, or related fields. Experience in non-profit management is a plus.

This full-time position provides an excellent opportunity for individuals who excel in project management and have a strong interest in environmental sustainability, to combine these interests.

REQUIRED ATTRIBUTES:

Qualified candidates must have the following attributes for this position:

- **Communications** – Exceptional verbal and written skills are required. The individual should be able to speak and write clearly to our client associations and partners in government agencies, for communicating work accomplishments, policy and position statements and project plans.
- **Computer skills** – Proficiency in financial accounting software (QuickBooks) is preferred. Proficiency in the MS Office suite (i.e. Outlook, Word, Excel, and PowerPoint) is required. Familiarity with Salesforce® and Constant Contact® are strengths.
- **Interpersonal skills** – Exceptional interpersonal skills are needed to work well in teams, to forge new working relationships, and promote confidence in existing ones.
- **Excellent organization** – The ability to multi-task and strive to achieve clients’ long-term goals while making sure daily requirements are met.

ARE YOU LOOKING FOR US?

This position begins at a project manager level within our company but it has the potential for significant growth into a senior management-level position within a short period of time based on merit and performance.

TTC is a small company of eight full-time employees with broad interests and backgrounds, bound together by our passion for a carbon/pollution-free energy economy and a cleaner environment. Our office is located in Washington DC’s Golden Triangle Business District between Dupont Circle and Farragut Square. We have convenient access to three nearby Metro Stations servicing the Red, Blue, Orange, and Silver lines. We manage clients whose main offices are in Washington, D.C, California and Pennsylvania,

COMPENSATION AND BENEFITS:

Salary commensurate with experience, range is expected to be \$48,000 - \$58,000 plus benefits. Among notable benefits, employees receive two weeks of paid vacation and 2 weeks of sick leave, fully paid health insurance, life and long-term disability insurance, optional dental insurance, 401(k) retirement plan, and SmartBenefits® payroll deduction for public transportation.

HOURS:

TTC is open Monday – Friday from 8:30 am – 5:30 pm with labor hours sometimes to serve on California clients. Occasional weekend and night work and travel will be required in the position.

HOW TO APPLY:

Complete the application on the next page and return it with cover letter and resume to the attention of Brian Schorr, Director of Operations, using the contact details provided at the bottom of the form.

**Technology Transition Corporation
Application for Position**

Date of Application:		Starting Date/Available to Work:	
Referral:			
Full Name:			
Permanent Address:			
Current Address:			
Cell Phone:		Email Address:	

<i>Please answer the following questions:</i>	YES	NO
If you are under 18 and it is required, can you furnish a work permit? (If no, please explain)		
Have you ever been employed here before? (If yes, give dates and position)		
Are you legally eligible for employment in this country?		
Will you travel if the position requires it?		
Are you able to meet the attendance requirements of this position?		
Have you ever been bonded?		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? (If yes, please provide dates and details.)		

Please describe your **educational background** here:

Summarize any special training, skills, licenses and/or certificates:

List special accomplishments, publications, awards, etc.:

Are you able to meet the attendance requirement for this position (40 hrs./week)?

Provide any additional information you would like us to consider:

Please read and acknowledge understanding of the following **Applicant Statement**.

- I certify that all information I have provided in this application is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from service whenever it is discovered.
- I expressly authorize Technology Transition Corporation, without reservation, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application.
- I understand that Technology Transition Corporation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. (Signature on printed form, or submission of form via e-mail constitutes certification.)

Signature of Applicant _____

Date _____

E-Mail completed form and any attachments to: careers@ttcorp.com

Or mail form and other documents to:

Technology Transition Corporation
Attn: Brian Schorr, Director of Operations
1211 Connecticut Avenue, NW
Suite 650
Washington, DC 20036-5802