

POSITION OVERVIEW

The Schreifer Group is seeking an experienced Senior Federal Planner/Project Manager to provide planning, facilitation, and project management expertise for a range of project types. The ideal candidate should be comfortable performing in a lead or supporting role during on-site charrettes, workshops, interviews, and other site visits that include a significant level of client and stakeholder engagement. The candidate should have excellent communication skills, including public speaking and writing, and federal planning subject matter expertise. This is a mid- to senior-level position. The position is fully virtual/work-from-home and includes domestic and international travel to project locations.

We are open to either part-time or full-time employment depending on the applicant preference. The salary for this position is a minimum of \$95,000 for a full-time employee and can be higher based on accreditations and experience. The salary for a part-time employee would be an equivalent amount based on employee availability to work/desired hours and based on accreditations and experience.

Anticipated work includes:

- Master planning for federal clients, including all branches of service of the United States military, as well as other federal agencies
- Client and stakeholder engagement and facilitation of on-site charrettes, workshops, interviews, and other site visits in leading and supporting roles
- Project management
- Providing written and other content for project deliverables, which may include Master Plans, Installation Development Plans, Vision Plans, Area Development Plans, District Plans, Transportation Management Plans, Installation Planning Standards, Requirements Analyses, Planning Charrette Reports, Facility Space Optimization Plans, DD1391s, and other related federal planning project types
- Supporting business development efforts, including the development of SF 330 and similar proposals

Minimum Qualifications:

- 8+ years of federal master planning experience
- Degree in urban planning, landscape architecture, architecture, civil engineering, environmental science, geography or a related field (or equivalent professional planning experience)
- Skilled facilitator and public speaker, comfortable leading large and small group workshop activities and interacting and building relationships with clients and partners
- Strong technical writing and editing skills
- Strong project management skills
- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint, Teams)
- Ability to independently manage your time and meet deadlines in a remote work environment
- Willingness and ability to travel (typically 12-15 weeks per year)

Desired Qualifications:

- AICP certification
- Other relevant certifications (PMP, PE, AIA, ASLA, LEED, etc.)
- 2+ years of project management experience
- Familiarity with GIS, Adobe suite products, graphic design, and document production
- Experience with federal contracting and proposals (RFPs, SF 330s, TORNs, etc.)

We are accepting applications on a rolling basis. Interested applicants should provide a 1–2-page resume and a 1-2-page statement of interest to Kim Garrett at kim@theschreifergroup.com.

COMPANY OVERVIEW

The Schreifer Group is an award-winning, woman-owned, veteran-owned small business passionate about achieving the best possible outcomes through collaborative design processes. With extensive federal planning, training, and facilitation experience, we work with clients and partners around the world to build innovative solutions-oriented plans and strategies to guide future development.

The Schreifer Group is headquartered in Washington, DC, and offers a flexible working environment. Our employees work remotely and use virtual platforms to collaborate (e.g. MS Teams). You can be based anywhere in the United States that allows you access to a strong internet connection and an airport. Team members must be willing to support morning meetings on Eastern Time and be flexible with working hours to support clients and partners across time zones worldwide. Travel is required, typically between 12 and 15 weeks each year, which may sometimes include travel on weekends or evenings.

Our team loves to learn and work together, and we are constantly pursuing improvement and innovation. If you join our team, you will have the following opportunities:

- Exposure to a variety of planning projects and flexibility to pursue areas of interest
- Work with a team that prioritizes continuous learning, pursues thought leadership, and has fun together
- Ability to impact the way our team works and how we support our clients and partners
- Learn about business management and growth in an entrepreneurial environment
- International and domestic travel

For full-time employees, we offer a benefits package which includes:

- 401K plan with up to 4% company matching
- Profit sharing eligibility after one year
- 15 days of Paid Time Off (PTO) per year
- Paid holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving

- Office-wide closure the week of July 4th and between December 24 – Jan 1 each year (these are additional days of paid time off)
- Short-term and long-term disability insurance
- Life insurance
- Health insurance if you are not eligible through a parent, partner, or spouse
- Paid maternity/paternity and bereavement leave
- Paid annual professional licensure and testing fees for approved accreditations (e.g. AICP, PE, PMP)
- Professional development and training opportunities

Benefits for part-time employees would be dependent on the type of employment.