



Job Posting #:	03FB04152026	Posting Type:	External
Job Title:	Project Manager	Grade/Classification:	107
Department:	Strategy Execution & Enterprise Risk Management	Location:	Fredericksburg, VA/Hybrid

Job Description

OVERVIEW

The Project Manager will plan, manage, monitor, and close-out IT and other utility-related projects.

ROLE RESPONSIBILITIES

- Manages projects using an Agile or PMP framework for managing project constraints, including, but not limited to project scope, quality, schedule, budget, resources, and risk.
- Identifies and applies project management methodology, best practices, and standards for project implementation and process improvement.
- Identifies and works to resolve risks and conflicts within projects, to include project dependencies and critical path tasks.
- Continually manages project expectations with team members and other stakeholders.
- Performs project activities assigned and requested by the Project Management Office (PMO).
- Communicates project updates to team members and other project stakeholders in a clear and timely manner.
- Collaborates with other project managers and cross-functional team members.
- Applies knowledge, skills, tools, and techniques to achieve desired project deliverables throughout each phase of the project life cycle, to include project initiation, planning, execution, monitor, control, and close-out.
- Monitors and reports metrics and analysis for strategic planning and ongoing project prioritization.
- Manages and optimizes CRM workflows to ensure accurate tracking of projects, opportunities, and key milestones across the lifecycle
- Develops and maintains reporting dashboards to provide visibility into project status, pipeline health, and performance metrics
- Ensures data integrity within CRM systems by enforcing standards, conducting regular audits, and aligning with cross-functional teams
- Collaborates with sales, finance, and operations to align CRM data with contracts, deliverables, and revenue tracking
- Performs other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The ideal candidate demonstrates strong interpersonal skills, including collaboration, effective communication, and the ability to maintain confidentiality. They possess basic technological proficiency, including experience with Microsoft Office products such as Microsoft Project, PowerPoint, Excel, and Word. The candidate is a critical thinker with strong decision-making abilities, capable of solving problems, improving processes, making sound recommendations, and creating efficiencies. Strong organizational skills are essential, with the ability to effectively prioritize tasks and manage schedules. Additionally, the candidate exhibits leadership qualities, including the ability to influence and inspire others, model REC's core values (Caring, Respect, Integrity, Service), and foster a culture of accountability.

The position requires a minimum of a bachelor's degree in project management, business administration, systems engineering, computer science, or a related field. Candidates should have demonstrated project management experience from initiation through implementation, utilizing formal project management methodologies and processes. A Project Management Professional (PMP) certification is required, along with experience in Agile project management methodologies.

This role primarily involves desk and office work performed in the Fredericksburg, Virginia office, with some flexibility for remote or work-from-home arrangements. The position may also require occasional local and out-of-state travel.

HOW TO APPLY

Applicants: Use our <https://brillit.co/careers> to apply for the opportunity. Please indicate the Job Posting ID #03FB04152026

Deadline: Sunday, April 26th, 2026 @ 5:00 PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.