

Job Posting #:	30FB06232025	Posting Type:	External
Job Title:	Major Projects Specialist	Grade/Classification:	104/Non-Exempt
Department:	Economic Development and Key Accounts	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Major Projects Specialist is responsible for coordinating assigned major projects with significant impact on REC, primarily driven by economic development and growth. This includes serving as primary contact and organizer for internal and external stakeholders, monitoring all aspects of the project, and managing the project team ensuring all deliverables are met while upholding quality standards.

ROLE AND RESPONSIBILITIES

- Serve as a primary contact/coordinator for all designated major project stakeholders to ensure delivery of project milestones on time and in accordance with REC quality and member service standards.
- Develop and maintain project team's organizational and communication structure through utilization of tools such as Teams, One Note, calendar scheduling, agenda development, meeting minutes, file sharing, and the creation and maintenance of a database for team communications, files, contractual agreements, and more.
- Monitor compliance with contractual obligations through Non-Disclosure Agreements, invoice creation and issuance, project approvals documentation, and work order materials and labor assignments.
- Contract preparation, review, and clean up for distribution to members.
- Provide insight on project's impact to REC and recommend ways to balance opportunities and risks.
- Have working understanding of all involved stakeholder roles and needs including engineering, design, operations and construction, rates and regulatory, accounting, legal, real estate, member services, and more.
- Coordinate, develop, and leverage the capabilities of internal REC team members across the organization to support the success of major projects.
- Assist with internal and external project communications through all project phases, including public announcement of project.
- Manage competing project constraints, including, but not limited to project scope, quality, schedule, budget, resources and risk both internally and externally.
- Assist economic development group in identifying and navigating potential growth opportunities.
- Cultivate alliances and partnerships across a wide range of local, regional, and state economic development stakeholders.
- Advocate for economic development generally and for REC community development needs and goals.
- Serves as a backup for Key Account Executives' communication and support of Commercial and Industrial (C&I) members during electric outages.
- Communicates with other REC departments about how programs and decisions made impact C&I members.
- Creates reports, presentations and other materials as needed for project teams and REC's Economic Development and Key Accounts Team.
- Stay attuned to and support identification of best practices from other utilities and major project customers within the industry.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor of Arts or Science Degree or equivalent in Business, Public Administration, Economics, Marketing, Real Estate, or related curriculum preferred, or equivalent work experience will be considered in lieu of degree. A minimum of three (3) years' experience in an administrative or project management related role. Must complete at least one (1) professional development activity annually.

The ideal candidate must have the ability to maintain confidentiality in discussing sensitive projects. Must have the ability to build trusting relationships and generate cooperation among internal and external partners and other stakeholders through modeling of REC's core values. Must have the ability to communicate well, both in writing and verbally. Must possess the ability to understand and adapt to the communication styles of team members and external stakeholders who come from a broad array of disciplines. Must have the ability to collaborate with and positively influence many different types of people in a variety of positions and roles, both internally and externally. Must be adept at working both independently and in a team-oriented, collaborative environment.

Must possess proficient computer skills, including a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word, and PowerPoint as required by job responsibilities. Must have the ability to use Zoom and other necessary hybrid meeting systems. Must have the ability to use Customer Relationship Management (CRM) databases, such as iVue, for member look up, and invoicing.

Must have the ability to obtain knowledge of the Cooperative, its terms and conditions, rates, and electric grid infrastructure and design appropriate for the position and job responsibilities. Must have the ability to synthesize project needs and determine their impact on REC. Ability to identify, monitor, and mitigate project risks.

Must possess strong organizational skills with the ability to effectively prioritize and execute tasks in a high-pressure, deadline-driven environment. Must have the ability to plan and organize work, tasks, and schedules of REC staff, legal, and external major project stakeholders to meet specified deadlines and quality standards. Must have the ability to provide project management support by identifying necessary resources, assigning individual responsibilities, managing day-to-day operational aspects, and reporting project status to key stakeholders. Must have the ability to develop and effectively administer the Cooperative's policies and procedures and make timely decisions.

Must provide and demonstrate strong leadership, coordinate and lead efficient and productive meetings. Must have the ability to influence and gain support and collaboration of project team members. Must demonstrate organizational savvy, knowing how to get things done both through formal channels and informal network.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID# 30FB06232025

Deadline: Monday, July 7th @ 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.