



APPLICATION & PROJECT MANAGER, SERVICES

The Cannabis Industry is growing exponentially. Applications have become increasingly complex, detailed, and competitive as the industry evolves. Only the most prepared and thorough applicants score the points necessary to secure a state license. Canna Advisors works with clients to develop detailed business plans, standard operating procedures, and efficient, environmentally-friendly facility designs. Canna Advisors has been winning licenses across the country and creating one of the best track records in the industry.

We have an immediate need for a project manager/application writer that will be responsible for building and maintaining long-term client relationships, contributing to processes and operational solutions that effectively scale our Services business unit. This position will also heavily contribute to pre-license projects, such as application writing, with the goal of marketing, obtaining, and managing post-license Service projects.

WHAT YOU'LL BE DOING

- Manage assigned clients, including communication, writing and tracking of projects
- Complete technical writing assignments
- Manage technical writers, providing continuous coaching for skill improvement, and industry knowledge
- Continuously explore client needs post-delivery in order to effectively market Services offerings
- Continuously contribute to the creation of Services processes, with the aim to create scalable, time-saving, efficient methods of carrying out Services contracts
- Contribute to the continual refinement of Services processes and best practices, by analyzing successes and lessons learned with each project
- Track and monitor trends in client needs, communicating internally to continuously shape and refine Services offerings
- Ensure availability and responsiveness to client needs, sometimes outside of normal business hours, in order to maintain client confidence and deliver exceptional results

WHAT'S NEEDED IN THIS ROLE

- In-depth knowledge of, and professional experience in, the cannabis industry
- Excellent technical writing abilities, including impeccable grammar and clear expression of complex ideas

- Strong communication skills, both written and verbal
- Solution-oriented consultative style, adept at managing expectations, anticipating areas of concern and diffusing conflict where needed
- Proficiency with organizational software tools and methodology
- Ability to provide frequent feedback to technical writing staff that positively shapes writing assignments and workflow
- Ability to work well with other professionals, both peers and subject matter experts
- Ability to prioritize and manage multiple ongoing projects within in a deadline-driven environment
- Must be a highly motivated, detail-oriented, self-starter with a well-developed work ethic and tremendous resourcefulness

WHAT WILL SET YOU APART

- Demonstrated experience writing winning license applications
- Law degree, or professional experience conducting legal research that is developed into written content
- 3-5 years professional experience of federal grant writing or drafting responses to RFPs or
- In depth knowledge of the cannabis industry

Qualified candidates can submit their cover letter and resume to Jobs@ThinkCanna.com.

