



Project Manager

POSITION SUMMARY

The Project Manager ensures the seamless execution of client strategies by overseeing workflow, deliverables, and deadlines across multiple accounts. This detail-oriented professional thrives behind the scenes, keeping the internal team accountable and organized while allowing the Client Relations Specialist to focus on strategy and client relationships. The Project Manager loves process, order, and efficiency, ensuring that every task is completed accurately, on time, within budget, and aligned with client goals.

RESPONSIBILITIES

- Own the internal workflow for assigned client accounts, ensuring projects move from concept to completion.
- Partner closely with the Client Relations Specialists to understand client goals and translate them into actionable project plans.
- Manage project management tools (e.g., Basecamp) with detailed timelines, assignments, and progress updates.
- Serve as the primary contact for all Orchard members and coordinate with writers, designers, developers, strategists, and key vendors to ensure deliverables meet quality standards and deadlines.
- Track budgets (retainer hours and project fees) and alert the Client Relations Specialists and leadership team of any risks or overages.
- Support client meetings by preparing materials, capturing notes, and documenting action items.

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- Provide progress reporting and updates to the Client Relations Specialist and leadership team.
- Continuously refine processes to improve efficiency and ensure smooth team operations.

SUPERVISORY RESPONSIBILITIES

None at this time.

QUALIFICATIONS

Skills

- Exceptional organizational and project management skills.
- Strong attention to detail with the ability to juggle multiple tasks at once.
- Comfortable holding teams accountable to deadlines, budgets, and processes.
- Excellent written and verbal communication skills.
- Proficient in a Mac workspace.
- Familiarity with Basecamp 3, Google Workspace, Harvest, Google Meet, Zoom, and other key platforms.

Education and/or Experience

- College degree in marketing, communications, business, or a related field preferred.
- Minimum of four (4) years of experience in project management, preferably in an agency environment.

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- Strong knowledge of workflow processes in marketing/communications settings.
- Experience coordinating deliverables across multiple stakeholders.

WORK ENVIRONMENT

Green Apple Strategy is a hybrid work environment. With an office located in Nashville Yards, in the Pinnacle Tower (21 Platform Way S, 14th Floor, Nashville, Tennessee), team members can come together to collaborate in an open-office environment, host brainstorming sessions, and meet with clients. Team members may also work remotely as much or as little as they desire, depending on their role. Due to the collaborative nature of this position, the candidate should be located in the Nashville, Tennessee area, as they will meet with clients and team members in person when needed. This position reports to the VP of Strategy & Client Relations.

COMPENSATION & BENEFITS

This role is a full-time position with Green Apple. Health benefits are available to full-time employees through BlueCross BlueShield of Tennessee. Employees receive a portion of their health benefits covered, with dependent plans available at the cost of the employee. Discounted dental and vision plans are also available at the cost of the employee. If the employee declines coverage, a health stipend is not offered.

TO APPLY

To take the next step in the application process, please send your resume, LinkedIn profile, and examples of work to info@greenapplestrategy.com with the subject line: Applying for Project Manager position.

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