



Job Title: Head of Project Management

Location: Boulder CO (hybrid/3 days onsite)

Reports To: VP Data and Information Systems

About Alta

Alta Resource Technologies (Alta) is a next generation mining company that uses synthetic biology to separate critical minerals from conventional and unconventional resources, including e-waste. Founded in 2023, the company is expanding its team in Boulder, CO.

The exponential growth of new tech industries, as well as the information technology sector, are driving historic growth in mineral demand and stressing existing supply streams. Meeting new demand, diversifying the supply chain, and producing minerals in a more sustainable manner requires the rapid development, deployment and scaling of new technologies. This mineral challenge represents a historic opportunity for technology development and value creation. Alta is proud to be at the vanguard of this mega trend.

About the Role

We are seeking a **Head of Project Management** to develop a world class project management office. The ideal candidate has experience leading complex, multidisciplinary engineering projects to support the design, construction, and operation of our first-of-a-kind Demo facility as well as future commercial facilities. Experience managing early-stage R&D teams is a plus. The person in this role will support ongoing projects, mature our Product Development Process (PDP) and deploy systems to support program management. As the company grows, this candidate will be responsible for building the team to support future endeavors. The person in this role will be critical for driving execution and managing risk profiles across technical and commercial teams.

Key Responsibilities

- **Program Execution:** Manage the full lifecycle of Demo plant implementation, from planning to commissioning while ensuring timelines, deliverables, and success metrics are met.
- **Systems implementation:** Develop PM functional capabilities by developing processes and tools to support multiple projects and to enable portfolio management.

- **Schedule & Budget Oversight:** Develop and maintain the master task schedule and integrated budget; ensure financials are tracked, validated, and reconciled with functional leads.
- **Risk & Issue Management:** Proactively identify risks, roadblocks, and resource constraints; escalate to executive leadership with thoughtful mitigation strategies.
- **Cross-Functional Collaboration:** Work hand-in-hand with technical and project leads (process engineering, chemistry, biology, commercial) to ensure alignment of execution and business priorities. Offer constructive challenge and strategic input based on sound technical judgment.
- **External Reporting & Communication:** Provide regular, structured updates to internal and external stakeholders such as the Department of Defense, U.S. Government stakeholders, and other external agencies.
- **Documentation & Compliance:** Ensure all project documentation, regulatory reports, and technical data packages are maintained, reviewed, and submitted in accordance with partner requirements.
- **Leadership and Team Building:** Develop a project management office that can support both internal project management and can deploy to external/partner sites as we develop commercial plants.

Required Qualifications

- 10-15 years of experience managing large-scale, multidisciplinary technical projects in engineering, biotech, chemistry, advanced manufacturing, or related fields. Will consider fewer years if you have a PhD.
- Deep understanding of technical project lifecycles; strong skills in cross-functional risk management, project oversight, program leadership, etc.
- Proven skills and experience collaborating and communicating with scientific leaders across various disciplines such as biologists, chemists, and engineers.
- Exceptional communication and leadership skills—able to operate with executive presence and influence at all levels.
- Extensive experience with standard project management software such as SmartSheets, Microsoft Project, Jira, etc.
- U.S. citizenship required.

Preferred, But Not Required

- PMP, PE, or relevant technical certifications are a plus.
- Demonstrated success in managing complex government or dual-use programs, ideally involving the Department of Defense, or similar.
- Experience working with an engineering company at Series A stage.
- Jira software experience.

- Experience working on a DOD proposal.

What We Offer

- The opportunity to lead a breakthrough program redefining U.S. supply chain resilience in critical materials.
- A mission-driven, high-trust team operating at the intersection of innovation, national security, and sustainability.
- High Impact & Visibility: direct interaction and reporting to executive leadership.
- Competitive compensation and benefits package:
 - The starting salary range for this position is \$170,000 to 200,000 annually, commensurate with educational background and work experience.
 - Benefits including, 401(K) medical, dental, and vision plans, or equivalent, will be provided.

Interested? Apply now! We look forward to hearing from you!

How to Apply

- To apply, please email your resume and a cover letter to talent@altatech.io.
- Include your name and the job title in the subject line (i.e., [Your Name] – [Job Title]).
- All applications must include a one-page cover letter. The cover letter must clearly state your interest in the position and our company, outline 2–3 specific skills or accomplishments relevant to the role, and demonstrate how your experience aligns with our mission and technology platform. We expect concrete examples that illustrate measurable impact and collaborative problem-solving in technology development.
- Applications submitted without a cover letter will not be considered.
- Alta participates in e-Verify for all positions.

EOE

At Alta, we are committed to diversity and inclusion. As an equal opportunity employer, all qualified candidates will be considered for employment without regard to race, color, creed, religion, age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression, sexual orientation, marital status, national origin, ancestry, citizenship status, military service or veteran status, physical or mental disability, or any other legally protected characteristic. Alta participates in e-Verify for all positions.

If you have a disability or special need that requires accommodation at any point in the hiring process, please let your recruiter know.

