



Procurement Manager – Burnham RNG

Burnham RNG (<http://www.burnhamrng.com>) is a wastewater and agricultural waste-to-renewable natural gas (RNG) provider that helps communities profitably reduce treatment & disposal costs, improve environmental outcomes and re-use energy, water, and nutrients. Burnham manages and reuses organic waste and wastewater by transforming it into RNG, clean water, and high-value soil additives that enhance sustainability and profitability.

The company builds/acquires, owns, and operates renewable natural gas (RNG) producing facilities with the mission to end emissions from waste and to live in a future where waste is a resource used to create low-carbon commodities and fuels. Burnham is a turnkey solutions provider that can build, finance, and operate these facilities.

By marketing and selling RNG and capturing associated tax benefits, the company can significantly reduce the cost of waste treatment and disposal for communities while improving environmental outcomes.

To accomplish our mission, we are looking to build and grow a cohesive team in an execution-oriented culture. We have created the following cultural markers and strive to hire like-minded people to help fuel our growth.

We are HUMBLE...we take pride in the quality of our work but recognize it can always be improved with the input of others.

We are DISCIPLINED...we strive for systemic, disciplined, consistent execution in everything we do.

We are ANALYTICAL... we need team members who come to conclusions using logic, data and math.

We are ENTHUSIASTIC...we care deeply about the outcomes of our work.

We are PROBLEM SOLVERS...we don't have all the answers. We need team members to take the initiative to figure it out.

We are FUN...we love what we do and love coming to work each day.

We are seeking a **Procurement Manager** to join the Capital Projects team, reporting to the Director of Capital Projects. The ideal candidate will have a strong overlap with the Burnham core values. As a Procurement Manager your primary role is to lead and execute procurement, subcontracting, logistics, and material management functions in support of both capital construction projects and the day-to-day operations of active facilities.

This position is based in our Arlington VA office. If needed, relocation support is available.

In this position, you will...

- Lead procurement activities for both capital construction projects and ongoing plant operations.
- Lead procurement activities for large-scale capital construction projects and complex industrial plant operations, with a focus on high-variability, project-based purchasing.
- Develop and execute sourcing strategies aligned with budget, schedule, and compliance requirements.
- Manage complex, non-routine procurement activities beyond simple order fulfillment, including sourcing custom equipment, interpreting technical drawings, and coordinating with multiple internal stakeholders on evolving project scopes.
- Perform day-to-day procurement agent tasks, including writing purchase requisitions, managing approvals, and issuing purchase orders.
- Coordinate subcontracting efforts, including bid evaluations, scope alignment, contract negotiation, and performance tracking.
- Manage logistical activities such as shipment tracking, customs clearance, and delivery coordination to support project and operational needs.
- Support material management functions, including inventory tracking, spare parts ordering, and evaluating warehousing options.
- Identify, evaluate, and develop relationships with suppliers capable of supporting industrial capital projects, particularly those familiar with complex build specs, lead time constraints, and quality standards.
- Collaborate cross-functionally with project managers, engineers, plant staff, vendors, and executive stakeholders.
- Lead and mentor procurement and logistics personnel, promoting a culture of collaboration, accountability, and continuous improvement.

This position is well suited for you if you:

- Enjoy balancing strategic sourcing with hands-on procurement execution in a project-driven, industrial environment.
- Have experience navigating the complexities of capital procurement, including custom equipment, evolving scopes, and tight project timelines.
- Thrive in cross-functional environments supporting both construction project teams and ongoing plant operations.
- Excel at interpreting technical requirements and coordinating with engineers, project managers, and vendors to drive outcomes.
- Are detail-oriented and comfortable managing large purchase orders, complex documentation, and approval workflows.
- Build strong working relationships with vendors and contractors, and proactively manage logistics, subcontracting, and material availability.
- Prefer dynamic, fast-paced settings where systems are still being built and there's room to improve how procurement supports the business.

Primary Position Requirements

- Bachelor's degree in Supply Chain Management, Construction Management, Engineering, Business, or a related field.
- A minimum of 8 years of experience in procurement, subcontracting, logistics, or materials management.
- Experience supporting both capital project execution and procurement functions for operating plants or facilities.
- Demonstrated ability to prepare and manage purchase requisitions, contracts, and related documentation.
- Proven track record of coordinating logistics (shipping, tracking, customs clearance, and deliveries) across multiple sites or projects.
- Experience researching, evaluating, and qualifying suppliers for complex technical equipment or services aligned with capital project needs.
- Experience in inventory control, spare parts ordering, and evaluating storage or warehousing options.
- Strong leadership experience, including mentoring staff and aligning teams with organizational goals.
- Willingness and ability to travel to job sites, supplier locations, and operating facilities as needed. Estimated travel is ~10-15%.

Preferred Qualifications

- Professional certifications such as CPSM (Certified Professional in Supply Management), PMP (Project Management Professional), or CMRP (Certified Maintenance & Reliability Professional).
- Ability to interpret technical specifications and collaborate with engineering or plant operations teams to align sourcing decisions with equipment requirements.
- Experience in both industrial capital project delivery and ongoing maintenance/procurement support for operational facilities.
- Knowledge of lean principles or continuous improvement methodologies in procurement or supply chain environments.
- Familiarity with supplier diversity programs and experience supporting inclusion in subcontracting and sourcing.

Required Skills

- Advanced procurement and negotiation skills, including contract administration and vendor evaluation.
- Strong understanding of construction operations, supply chain management, and project delivery processes.
- Ability to prepare, manage, and track purchase requisitions and purchasing approvals.
- Skilled in logistics planning, including coordination of international and domestic shipments.
- Experience in managing material inventory, spare parts, and stock levels for operational continuity.



- Excellent communication, organizational, and problem-solving skills.
- Strong leadership, team management, and cross-functional collaboration capabilities.
- Ability to handle multiple priorities in a deadline-driven environment with a high degree of independence.

Interested applicants should submit a resume to: crystal@burnhamrng.com.

Burnham is dedicated to the principles of equal employment opportunity (EEO) in any term, condition or privilege of employment. Burnham does not discriminate against applicants or employees on the basis of race, color, creed, religion, sex, national origin, age, physical or mental disability, ancestry, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member, genetic information or any other status protected by law. Burnham complies with applicable state and local laws governing nondiscrimination in employment in every location in which we operate.