

EPEAT Purchaser Resources Senior Director

POSITION DETAILS:

- Full-time (\$120k - \$135k/year)
- FLSA Exempt
- Based in Portland, OR with the option to work remotely
- Reports to CEO

ABOUT THE GREEN ELECTRONICS COUNCIL:

The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. GEC was founded in 2006 and manages the most widely used ecolabel for electronics globally, [EPEAT](#), which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large scale purchasers to facilitate their adoption of sustainable manufacturing and procurement systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at www.GreenElectronicsCouncil.org.

POSITION SUMMARY

The Purchaser Resources Senior Director manages the overall GEC Purchaser Relations function, oversees the activities of the purchaser resources staff and is responsible for the development of purchaser focused tools and guidance. The goal of the position is to grow the uptake of EPEAT amongst large-scale purchasers – with a primary focus on public, education, hospitality, finance, media and healthcare sectors – and to develop and maintain knowledge resources to support purchasers of sustainable IT products and services. The Purchaser Resources Senior Director is a member of the GEC Leadership Team.

RESPONSIBILITIES

Oversee Purchaser Relations Function & Staff

- Stay up to date on key trends and developments in sustainable procurement and communicate that knowledge as part of GEC strategic planning and daily operations
- Develop and execute the Purchaser Relations function annual strategic plan and budget
- Oversee purchaser relations staff and assist them to:
 - Establish and maintain relationships with key purchasers and associations from the Public, Education (Universities and K-12), Hospitality, Finance, Media and Healthcare sectors
 - Advocate for inclusion of EPEAT in sustainable procurement programs by providing information about EPEAT, including:
 - delivery of sustainable procurement trainings;
 - use of the GEC Benefits Calculator;
 - inclusion of EPEAT in reporting protocols (CDP, GRI, SASB, DJSI, etc.)

- Update and maintain GEC relationship database and help capture information about the use of GEC Purchaser resources, including EPEAT
- Coordinate with GEC Communications & Events function to develop sector-specific purchaser-focused communication products
- Facilitate the sharing of information about purchaser needs and interests with the EPEAT Program staff and the Category Development function.

Development of Purchaser Focused Tools and Guidance

- Directly manage the GEC Purchaser Guide series and lead necessary working group activities to both expand and update the series
- Oversee the successful implementation of the EPEAT Purchaser Awards program, EPEAT Purchaser Pledge, GEC Public/Private webinar series and other relevant GEC purchaser focused tools and activities
- Represent GEC at key conferences, educational opportunities, and other sector events to increase awareness of GEC provided purchaser resources, including EPEAT

QUALIFICATIONS

- Bachelor's degree in business, environmental studies, management/MBA, or communications
- Minimum of ten years' experience with sustainable procurement and/or ecolabels. Education/training in procurement acceptable
- Experience working with one of six sectors: Public, Education, Hospitality, Media, Finance, and/or Healthcare
- Exceptional oral and written communication skills
- Experience managing the activities of a diverse set of stakeholders; proven ability to act with high degree of professionalism
- Strong writing skills
- Ability to think strategically and analytically
- Exceptional organizational skills
- Extensive experience using Microsoft Office Suite and other relevant applications
- Ability and willingness to travel (30%)
- Ability to work independently, as well as in a team environment

Application Process: Submit a cover letter and résumé *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: jbulfin@greenelectronicscouncil.org . Include in your cover letter details demonstrating competencies and qualifications listed above. No phone calls please.