

EPEAT Public Procurement Relations Manager

POSITION DETAILS:

- Full-time (\$70k - \$80k/year)
- FLSA Exempt
- Based in Washington DC (must live in DC area) and will work remotely
- Reports to Director of GEC Strategic Partnerships

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 Public Procurement Relations Manager supports the GEC Purchaser Relations Team in driving and quantifying purchaser demand for more sustainable IT products. The goal of the position is to grow the uptake of EPEAT amongst institutional purchasers, with a primary focus on public sector entities, especially the US Federal government purchasing community. The position involves three main functions: supporting US federal government purchasers in using EPEAT for their sustainable procurement needs; increasing institutional purchasers' participation in the EPEAT Purchaser Awards and providing support to GEC Purchaser Relations function, as requested.

RESPONSIBILITIES

US Federal Government Purchaser Relations

- Establish and maintain relationships with key representatives from the US Federal purchasing community including: contracting officers, GSA representatives, staff managing relevant federal procurement vehicles, relevant OMB and Office of Federal Procurement Policy (OFPP) representatives.
- Assist agencies with sustainable procurement reporting especially quantification of benefits associated with purchase of EPEAT IT products; includes providing EPEAT purchaser focused trainings
- Give regular EPEAT program updates to relevant federal groups, including established government working groups (FESWG and SAMM)
- Identify and communicate internally the needs of the US Federal Government purchasing community

- Develop familiarity with, follow and represent GEC's interests on relevant federal procurement initiatives.
- Identify key conferences, educational opportunities, and other events that support the US Federal purchaser community and participate to increase awareness of GEC provided purchaser resources, including EPEAT.

EPEAT Purchaser Awards

- Raise awareness amongst public sector purchasers about the EPEAT Purchaser Awards and facilitate their participation
- Support the awards program including identifying relevant events where award ceremonies can be hosted, identifying potential speakers, providing logistical support including ordering awards and on-site
- Assist in the calculation of environmental benefits for award winners

GEC Purchaser Relations

- Support US state and local governments purchaser outreach including GEC Sustainable Procurement Training and State of California initiatives
- Coordinate with GEC Communications & Events function to develop purchaser focused communication products
- Update and maintain GEC relationship database and help capture information about the use of GEC Purchaser resources, including EPEAT

QUALIFICATIONS

- Bachelor's degree in public policy, environmental studies, communications, or management/business
- Minimum of five years' experience in public procurement (preference for experience in sustainable procurement) or equivalent education/training in public procurement
- Experience working in the US Federal government
- Exceptional oral and written communication skills
- Experience working with a diverse set of stakeholders; proven ability to act with high degree of professionalism
- Strategic and analytical thinker
- Exceptional organizational skills
- Extensive experience using Microsoft Office Suite and other relevant applications
- Ability and willingness to travel (25%)
- Ability to work independently, as well as in a team environment
- Must live in DC area and be willing to work from home office

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.