Senior Manager, GEC Ecolabels and Resources

POSITION DETAILS

- Full-time
- FLSA Exempt
- Based in Washington, DC Area or remote
- Reports to Senior Director, GEC Ecolabels and Manufacturer Resources

ABOUT THE GREEN ELECTRONICS COUNCIL

The Green Electronics Council (GEC) is a mission-driven non-profit 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 Senior Manager, GEC Ecolabels and Resources plays a critical role in ensuring the credibility of the EPEAT Program and supporting manufacturers in increasing the availability of sustainable electronics globally. The position facilitates the credibility of the EPEAT ecolabel by managing the continuous monitoring of EPEAT registered products claims, supporting the training program for EPEAT Conformity Assurance Bodies, assessing product performance against sustainability criteria and developing tools and resources for manufacturers to help transition them to sustainable and circular operational and supply chain behaviors. While reporting to the Senior Director, GEC Ecolabels and Manufacturer Resources, this position works closely with the Purchaser Resources and Criteria Development functions and contributes to other program activities that accelerate the impact of GEC’s mission activities.

ESSENTIAL DUTIES

Program Management

- Maintain the high credibility requirements of the EPEAT ecolabel by managing EPEAT verification policies and procedures including:
Develop and implement the yearly plan for continuous monitoring of EPEAT registered products claims.

Monitor performance and complete comparative trend analysis of EPEAT registered products against EPEAT sustainability criteria. Use data to:

- improve the functionality and data credibility of the EPEAT Registry
- influence GEC criteria development activities, communications with purchasers and development of manufacturer focused tools and resources.

Identify necessary changes to EPEAT Conformity Assurance Body (CAB) training program to ensure it meets purchaser expectations. Support Senior Manager, Conformity Assurance Network in implementing CAB training program and necessary changes.

Tool and Resource Development

- Expand the tools and resources available to manufacturers.
- Identify and/or develop tools and resources that can assist manufacturers in improving the sustainability of their operations and supply chain:
  - Emphasis on supporting Micro, Small and Medium Enterprises (MSME) in their documentation acquisition and data retention practices.
  - Seek to leverage existing tools and resources including building relationships with relevant organizations.
- Capture needs of manufacturers and include as part of overall CAB management activities

Stakeholder Engagement

- Support manufacturer outreach for new and existing ecolabel categories.
- Serve as a spokesperson for the EPEAT Program and represent GEC at in-person meetings with external stakeholders such as companies participating in EPEAT.
- Engage with EPEAT Program clients to facilitate client retention and identify areas for EPEAT Program improvements.

GEC Mission-Driven Activities

- Where requested, contribute to and manage other projects that accelerate the impact of GEC’s mission activities.

QUALIFICATIONS

- Bachelor’s degree. Advanced degree in a relevant field such as sustainability, engineering, procurement, business, or environmental law (preferred).
- Five years of experience in procurement, ecolabels, or another relevant field.
• Management experience including strategic planning and the ability to oversee multiple projects in a fast-paced environment.
• Comfortable with undertaking research and communicating analysis to broad set of stakeholders.
• Broad knowledge of information technology and interest in the application of technology to other sectors including healthcare, furniture, consumer goods and transportation.
• Experience with public speaking and multi-stakeholder meeting facilitation.
• Excellent problem-solving abilities.
• Exceptional oral and written communications skills, and a proven ability to be stakeholder-focused.
• Expected travel (15%).

Benefits: GEC recognizes, rewards, and supports our employees and we offer outstanding benefits:
• Comprehensive health coverage (medical, dental, and vision)
• 401(k) retirement savings plan fully vested upon enrollment
• Annual paid time off including 3 weeks’ vacation (plus a paid week off during the Winter holidays) and 40 hours volunteer leave (can be used for a qualified volunteer activity, particularly STEM or conservation related)

Application Process: Submit a résumé and a cover letter 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.