

Senior Manager, Manufacturer Relations

POSITION DETAILS

- Full-time (\$86k - \$102k depending on experience and fit)
- FLSA Exempt
- Remote Position (Portland, OR or Washington, DC preferred)
- Reports to Senior Director, Marketing and Outreach

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 GEC Manufacturer Relations Senior Manager will drive and quantify manufacturer supply of sustainable IT products available through its ecolabels, especially as the organization expands to cover new categories of products. The goal of the position is to grow the uptake of EPEAT and GEC's new components ecolabel, globally, working in tandem with GEC's Purchaser Relations function to drive supply of sustainable electronics as the Purchaser Relations team works to stimulate demand for these products. The position involves these main functions: attracting and securing commitment among manufacturers to add sustainable products to the GEC registry, with a focus of growing the number of participating manufacturers in several new categories of electronics equipment; participating manufacturer relations; maintaining relationships with sustainability-focused groups and associations; and incorporating manufacturer feedback into GEC ecolabels and other initiatives.

RESPONSIBILITIES

Manufacturer Relations

- Lead manufacturer outreach in emerging sectors of electronics to grow list of sustainable products that meet GEC ecolabel criteria, and to drive supply of EPEAT products that meet purchaser demand
- Pitch GEC ecolabel programs and secure manufacturer participation
- Grow list of manufacturer leads and nurture existing relationships with the aim to optimize engagement
- Act as a key resource for sustainability issues among participating manufacturers
- Expand current manufacturers to register additional products in new categories of GEC registries
- Develop and present GEC trainings for manufacturers

Develop and Maintain External Organizational Relationships

- Engage and establish relationships with electronics manufacturer groups and their members
- Present GEC-related content at manufacturer-focused conferences
- Distribute GEC resources as appropriate
- Offer customized GEC-related web content for use on group websites
- Audit membership lists and data to capture information about use of GEC registries
- Support initiatives to recognize and reward participating manufacturers

Incorporate Feedback into the EPEAT System and GEC Initiatives

- Work with GEC staff to improve registry functionality for manufacturers; suggest software updates and improvements in functionality
- Work with GEC staff to communicate manufacturer needs
- Give manufacturer perspective during development of GEC initiatives

QUALIFICATIONS

- Bachelor's degree in policy, environmental studies, communications, business
- Significant experience in B2B sales or business development, ideally working with major electronics brands
- Minimum of five years experience or equivalent education and training in procurement (experience in sustainable procurement preferred)
- Exceptional oral and written communication skills
- Experience reaching out to stakeholders and securing participation or commitment in programs with the goal of optimizing engagement
- Experience working with a diverse set of stakeholders; proven ability to act with high degree of professionalism
- Ability to think strategically
- Exceptional organizational skills
- Extensive experience using relevant software, including but not limited to Microsoft Office Suite and CRMs
- Ability and willingness to travel
- Ability to work independently, as well as in a team environment

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 of vacation (plus generous holidays including a paid week off during the winter holidays) and 8 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. GEC will begin interviews for this position in January with a targeted start date in early February 2021.