



**GLOBAL  
ELECTRONICS  
COUNCIL**

*Sustainability for a Connected Future*

## **SENIOR MANAGER, RECOGNITION AND AWARDS**

### POSITION DETAILS

- Full-time (\$86k to \$115k depending on experience)
- FLSA exempt
- Fully Remote (Washington DC or Portland, OR Preferred)
- Reports to Sr. Director, Global Marketing and Outreach

### ABOUT GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council (GEC) is a mission-driven non-profit launched in 2006 and dedicated to creating a more just and sustainable world. Our focus on electronics is due to our recognition that electronics have become increasingly pervasive, finding their way into products within our home, car, clothing, toys, and even the watches we wear. While the technologies that rely on electronics can provide tremendous societal good, they are also the source of significant negative environmental and social impacts. GEC acts as the fulcrum point between the institutional purchasers who buy electronics and the manufacturers who produce them. We support large-scale purchasers, both public and private, with tools and resources. By deciding to buy sustainable technology, institutional purchasers leverage their purchasing decisions towards creating a more sustainable and just world.

### POSITION SUMMARY

The Senior Manager, Recognition and Awards drives engagement with stakeholders to stimulate the demand and supply of sustainable IT products and services. The goal of the position is to leverage GEC's industry recognition and awards initiatives to engage purchasers and manufacturers by recognizing their innovation and achievement, and by engaging stakeholders in GEC initiatives that foster more connections, knowledge sharing, and investment in procurement professionals. This will include the management of the EPEAT Purchaser Awards and Nite Out with GEC, support for the Catalyst Awards, as well as driving purchaser engagement in relevant GEC initiatives such as the GEC Purchaser Network.

## RESPONSIBILITIES

### **Manage EPEAT Purchaser Awards**

- Develop and implement strategic plan for EPEAT Purchaser Awards, which includes detailed activities for stakeholder engagement, promotion, messaging, application recruitment, processing, associated content development and acquisition, and awards ceremony program
- Develop and manage the associated budget
- Design annual virtual awards ceremony
- Incorporate content and award recognition from virtual awards into Nite Out with GEC program and promotion
- Engage both prior EPEAT Purchaser Award winners and new purchasers to drive submission of award applications
- Recruit and manage temporary staffing for support as needed
- Define scope of work and manage external support awards
- Work with outreach/marketing staff to develop communications plan

### **Manage Nite Out with GEC**

- Develop and implement strategic plan for the Nite Out with GEC event, which includes detailed activities for event program, stakeholder engagement, sponsorship development and outreach, messaging, and content development
- Develop and manage the associated budget
- Develop plan for evening event including potential speakers and awardees, activities and detailed schedule of event, and define role of EPEAT purchaser award winners
- Lead outreach for speakers and awardees, developing pitch letters to speakers, research and identify contacts to reach speakers and awardees, secure meetings to discuss participation, and engage Senior Director and/or CEO in outreach as needed
- Secure and manage vendors, define relevant scopes of work



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- Develop sponsorship plan including list of potential sponsors and contacts, define detailed plan of what is being offered for each sponsorship, draft sponsor collateral, conduct sponsor outreach with Senior Director
- Develop communications and promotions plan with outreach & marketing staff

### **Oversee Outreach and Marketing Support for Catalyst Awards**

- Develop and manage plan to support Catalyst Awards with relevant marketing and outreach activities, which includes detailed activities for promotion
- Work with marketing & communications team as appropriate to implement promotion and communications activities

### **Drive Purchaser Engagement in GEC Initiatives**

- Develop plan for stakeholder engagement to participate in GEC Purchaser Network, including scheduling meetings, securing content and relevant data for network portal and dashboard reporting
- Manage relationships of key purchaser contacts with the goal of engaging them in relevant GEC initiatives
- Understand what needs and challenges purchasers have in sustainable procurement and digest potential trends in the field to inform GEC initiatives that support purchaser engagement
- Track engagement in GEC's CRM system and develop reports that show activity

### **QUALIFICATIONS**

- Bachelor's degree in a relevant field, which can include policy, environmental studies, communications, business
- Minimum of five years' experience or training with procurement (preference for experience in sustainable procurement)
- Exceptional oral and written communication skills



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- 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 Microsoft Office Suite and other relevant applications
- 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' vacation (plus two weeks paid time off during winter holidays)

**Application Process:** Submit a résumé, a writing sample, and a cover letter *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: [jbulfin@greenelectronicscouncil.org](mailto:jbulfin@greenelectronicscouncil.org). Include in your cover letter details demonstrating competencies and qualifications listed above.