



*Sustainability for a Connected Future*

## DIRECTOR, SUPPLIER ENGAGEMENT

- Full-time (\$110k - \$137k/year)
- Fully remote (Home office based in Washington D.C. or Belgium preferred)
- Reports to: Vice President, Global Market Development and Strategy

## ABOUT THE GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council® (GEC) is a mission-driven non-profit organization that accelerates the transformation of markets that prioritize the most sustainable electronic technology products and services, advancing the well-being of people and planet. Founded in 2006, GEC 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 processes. We aim for a world with only sustainable electronic technology. More information is available at [www.GlobalElectronicsCouncil.org](http://www.GlobalElectronicsCouncil.org).

## POSITION DETAILS

GEC's Supplier engagement program helps electronics product manufacturers embed sustainable practices and comply with EPEAT criteria within their complex supply chains. The program provides guidance and support on EPEAT criteria and a tiered approach for electronics component / product suppliers to incrementally align on EPEAT criteria. This enables electronic brands to have a streamlined pathway for their products to achieve EPEAT Bronze, Silver or Gold, while enabling their suppliers to demonstrate commitment to material sustainability issues.

The Director, Supplier and Manufacturer Engagement leads the development and implementation of the supplier engagement program. Initially, they will be responsible for program managing the development of the program, which involves coordinating with internal stakeholders including technical, market development and executive functions, and external stakeholders such as training platform providers.

The Director, Supplier and Manufacturer Engagement is also responsible for the implementation and ongoing management of the supplier engagement program. They will engage with electronic product manufacturers and their suppliers through a consultative selling process to onboard them onto the program. They will then also support suppliers through their journey and help address any questions or issues they may have in leveraging the program offerings.

This is a high impact role that directly contributes to GEC's mission. The role has a global remit and requires working closely with a broad cross-section of sustainability stakeholders in the electronics industry.

## RESPONSIBILITIES

### Program Development



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- Develop and maintain a project charter and detailed project plan for the supplier engagement program
- Collaborate with the internal teams to support development of training materials and other assets that are needed for the program
- Coordinate with internal teams to design and setup the e-Learning platform, including identifying user workflows, organizing content, and other responsibilities related to the platform
- Coordinate and lead internal brainstorming sessions to continue evolving the program and identifying new value-add features

#### Market Engagement and Business Development

- In coordination with the marketing and other internal teams, develop marketing collaterals, presentation materials, explainer videos, and related deliverables to promote the program
- Lead efforts to engage with key stakeholders in the market to make them aware of the features and benefits of the program, and sign them up to the program
- Work with GEC leadership team and directors to present the supplier engagement program to key electronics manufacturers that participate in EPEAT
- In coordination with marketing and other internal teams, organize roadshows in different geographies to promote the program with suppliers
- Manage relationship with all key participants in the program and ensure they remain engaged and renew / grow their participation annually

#### Program Delivery and Administration

- Identify the need for onsite workshops, webinars and similar events and develop an annual calendar
- Coordinate with internal teams to identify and develop relevant content
- Coordinate delivery of elements of the program such as onsite workshops or webinars
- Lead program administration in coordination with internal teams, including managing the e-Learning platform, supporting onboarding of new users, addressing user issues, and other related support
- Coordinate with GEC finance team on deliverables including contract renewal process for annual participation requirements and invoicing of program participants

#### QUALIFICATIONS

- Bachelor's degree in a relevant field, which can include policy, environmental studies, communications, business
- 10+ years of experience in managing programs with stakeholders in different geographies and time zones
- Experience in engaging stakeholders at different levels within an organization and consultative selling of knowledge products



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- Broad and up-to-date knowledge of global sustainability issues including areas such as climate change, renewable energy, circularity, EHS, human rights, and related issues
- Experience in the electronics industry and knowledge of the electronics supply chain (preferred)
- Exceptional oral and written communications skills, and a proven ability to be open-minded, client-focused, and impartial.
- Flexibility to work with stakeholders in different regions of the world. Some travel required (25%).
- Bilingualism an asset (Mandarin, Korean, Japanese preferred).

### BENEFITS

GEC recognizes, supports, and invests in our employees and we offer outstanding benefits. The benefits below are offered for U.S.-based employees. European employees receive comparable benefits depending on local norms and regulations.

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Flexible work hours and focus on work/life harmony
- Professional development benefit
- Three weeks vacation per year
- Generous holiday leave (including one week off for Spring Holiday and two weeks off for Winter Holiday)
- Stretch Fridays (every third Friday of the month off)

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