



Sustainability for a Connected Future

SENIOR MANAGER, CRITERIA DEVELOPMENT

- Full-time (\$98k - \$123k/year)
- Fully remote (Home office based in Belgium or Washington D.C. preferred)
- Reports to: Senior Director, Sustainability Criteria Development

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.

POSITION SUMMARY

The Senior Manager of Criteria Development manages multi-stakeholder engagement and processes to develop sustainability criteria for the EPEAT® program and other GEC initiatives aimed at elevating sustainability practices and reducing the footprint of the electronics sector. This position manages projects that build new criteria and maintain the leadership status of existing criteria across a broad range of topics, including climate, circularity, chemicals and responsible supply chains, and for new and existing EPEAT product categories. This position keeps abreast of sustainability impacts of technologies, global policy developments and innovative corporate and voluntary programs that enable sustainable and circular technology products and services. This position also assists with the preparation of technical resources, communications and training materials that provide analysis of sustainability issues, the sustainability impacts of electronics and how EPEAT criteria address these impacts. This position participates in public/private sector sustainability initiatives that build relationships and foster collaborative opportunities for GEC to advance global sustainability in the electronics and technology arenas.

RESPONSIBILITIES

Criteria Development and Maintenance

Through the EPEAT Ecolabel and other initiatives, GEC seeks to define leadership and drive sustainability in the electronics sector. The major responsibility of this position is the development of technical performance criteria for product categories that address life cycle sustainability impacts. Specific activities include:

- Initiate, plan, execute, monitor, and complete criteria development projects on schedule, and following GEC Criteria Development Process.



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- Contribute to State of Sustainability Research that identifies priority sustainability impacts and strategies to reduce these impacts for diverse environmental, social, and supply chain issues.
- Identify and recruit stakeholders from industry, government, purchasing organizations, and advocacy groups to participate in criteria development.
- Draft technical performance criteria and facilitate the engagement of subject matter experts from diverse stakeholder groups to develop impactful criteria.
- Work with GEC partner organizations to oversee and support the successful execution of multi-stakeholder voluntary consensus processes and public consultations.
- Maintain project documentation to support EPEAT quality management system.
- Coordinate with the Ecolabels and Manufacturer Resources staff to implement criteria for product categories and assist with development of conformity guidance materials for Participating Manufacturers and Conformity Assurance Bodies.
- Evaluate existing criteria and implement revisions to ensure that criteria maintain relevance and impact and reflect changes in the market, science, and best practices.
- Serve as an ongoing internal resource for the interpretation of criteria by Ecolabels staff.
- Foster and maintain relationships with technical experts and organizations that can contribute to the development of sustainability criteria.
- Maintain awareness of developments on multiple sustainability topics to inform criteria development.

Other Resource Development

- Lead or collaborate with GEC staff on the development of technical resources which may include webinars, case studies and white papers.
- Assist in the development of communication materials including social media that help purchasers and other stakeholders understand how GEC's criteria address sustainability impacts and expand the number of stakeholders who use EPEAT to support their sustainability objectives.

External Collaboration

- Coordinate with sector-wide and global initiatives to harmonize sustainability criteria and build collaborative relationships.
- Represent GEC in professional organizations and forums to explain GEC's resources, expand GEC's reach, and advance GEC's sustainability mission.

QUALIFICATIONS

- Bachelor's degree in business, science, engineering, technology and/or sustainability-related field
- Master's degree in business, science, engineering, technology and/or sustainability-related field desirable
- Minimum of 6-10 years' experience in the IT or electronics sector, ideally with experience in sustainability issues, policy and/or criteria development on sustainability issues.



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- Outstanding research, project management, and verbal and written communication skills
- Experience developing and maintaining relationships with diverse stakeholders, including industry, government, and advocacy organizations
- Demonstrated ability to facilitate and manage large multi-stakeholder groups towards consensus
- Knowledge of and experience in standards and criteria development processes preferred
- Willingness and curiosity to explore and build an understanding of new and potentially complex subjects in support of new technology categories or sustainability issues

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 with a 4% employer contribution, 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. Include in your cover letter details demonstrating competencies and qualifications listed above.