



BASEL ACTION NETWORK
POSTING: E-STEWARDS PROGRAM DIRECTOR
www.e-Stewards.org

POSITION TITLE: e-Stewards Program Director
LOCATION: Pioneer Square Office (working remotely)
SCHEDULE: 36 hours in a 4-day workweek, M-TH or T- FR, 8 am – 5 pm
POSITION OPEN DATE: 8/31/2020
POSITION CLOSE DATE: Open until filled

Created by the Basel Action Network in 2010, the e-Stewards® program is an accredited certification program for globally responsible electronics recycling. Its mission is to define and promote best and most ethical electronics reuse and recycling practices worldwide. We do this by connecting technology users both large and small with recyclers willing to uphold the e-Stewards Standard.

The Basel Action Network is a Seattle-based, 501(c)3 nonprofit, environmental justice NGO working to confront the global environmental injustices of toxic trade and to promote globally responsible management of toxic wastes such as e-waste.

DESCRIPTION: Today, we are looking for a hands-on leader with a passion for leading a small team and numerous external partners to build, run and grow a values-based, market solution to our social/environmental problems. This position requires a dynamic, experienced program leader with demonstrated strategic planning, execution, sales, marketing and communication experience and skills. Excellent motivational skills, including team building, public speaking, persuasive writing, and innovative thinking are critical.

The e-Stewards Program Director will have overall strategic and operational responsibility for e-Stewards team, stakeholders, programs, expansion, communications, advisory bodies, and fulfillment of the e-Stewards' mission. The e-Stewards Program Director is responsible for the ongoing development and implementation of a long-term strategic plan for the overall e-Stewards program, including the certification and enterprise programs, and is accountable for their continued implementation, improvement and growth.

They will also be responsible for developing and updating short-term and long-range plans and budgets, and providing assessments regarding revenue sources and business opportunities and threats.

The Director serves as the top program representative before the e-Stewards Leadership Council, BAN staff, Certified Recyclers, Licensed Enterprise Partners, BAN's Board of Directors, governments, businesses, other NGOs, and the public.

REPORTING: BAN's Executive Director

RESPONSIBILITY: Manage the overall operations of the e-Stewards Recycler Certification, Enterprise and other subsidiary programs to serve BAN's and the e-Stewards' mission, achieving program growth and realizing the triple bottom line goals: of financial, social and environmental success.

QUALIFICATIONS: The e-Stewards Program Director will be thoroughly committed to the e-Stewards mission. All candidates should have proven team leading experience, passion and drive.

Concrete demonstrable experience and qualifications include:

- A bachelor's degree; advanced degree preferred, ideally an MBA -- or demonstrated educational equivalence.
- At least 2 years of team leadership experience in the private, for-profit sector and a proven track record in developing and implementing growth strategies with success.
- Knowledge of the electronics recycling and ITAD industry is desired.
- Proven track record in strategic planning and business development
- Demonstrated ability to plan and to execute; unwavering commitment to quality programs and data-driven program evaluation
- Exceptional organizational skills; experience managing multiple deadlines and creating reports with accuracy
- Strong communications, marketing, and public relations experience, with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to listen and respond to a variety of information and suggestions
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business
- Proficient in Microsoft Office and Social Media

COMPENSATION: 50k-70k and 4 day/36 hour workweek 8am- 5pm, based on experience and qualifications. Includes great benefits including full medical, dental, vision; a generous leave package (starting at 15 paid vacation days off in your first year and 9 paid public holidays); and a fun, committed team to work with.

TO APPLY: Send resume and cover letter to HR@BAN.org. No calls please.

[Basel Action Network](#) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.