



e-Stewards Enterprise and ESG Director

-- Job Description --

The Basel Action Network (BAN) 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 waste, such as e-waste.

e-Stewards is an accredited certification program for globally ethical and responsible electronics recycling. It was created by BAN in 2010 to immediately halt the flow of toxic electronic wastes from rich to poorer nations. Its mission is to define and promote responsible and ethical electronics reuse and recycling worldwide. This is accomplished in part by linking large enterprise corporations and institutions that use technology with the world's leading recyclers certified to the e-Stewards Standard.

SUMMARY: We are looking for an individual whose purpose and goal is to maintain and grow the e-Stewards Enterprise program and to ensure the e-Stewards Certification Program is well calibrated with the ESG reporting needs of both e-Stewards Certified Recyclers and e-Stewards Licensed Enterprise companies.

REPORTS TO: Hire will report to the BAN Executive Director for programmatic items and the BAN COO for HR matters.

PRIMARY JOB RESPONSIBILITIES:

- Manage with the Executive Director the initiation, development, maintenance and promotion of the e-Stewards ESG scoring and reporting tools.
- Work with consultancies, partnerships and platforms to enhance and maintain the e-Stewards ESG tools.
- Maintain the existing e-Stewards Enterprise Licensee relationships
- Renew past Enterprise Licensee relationships
- Recruit new e-Stewards Enterprises by identifying and qualifying potential new Enterprises through a combination of networking, cold calling and industry research;
- Manage and revitalize the overall operations of the e-Stewards Enterprise program to achieve the mission of the e-Stewards program and the triple bottom line goals: financial, social and environmental sustainability.
- Take the lead, in collaboration with the e-Stewards team to follow through with the strategies and priorities identified by the Leadership Council and the Strategic Plan.
- Serve as the primary point of contact for e-Stewards Enterprises present and potential.
- Represent e-Stewards Enterprise program at events in pursuit of new Enterprises and organization brand development, with a goal of potential international expansion, as resources allow. Actively engage e-Stewards stakeholders, event committees, and partnering organizations;
- Develop effective collateral and program tools to support Enterprises and BAN in successful operation and expansion of Enterprise program;
- Create and maintain accurate and effective information about the Enterprise program on the e-Stewards website, with support from and collaboration with e-Stewards team;
- Lead the development and maintenance of ESG and Social impact work such as ADVANCE+.

- Achieve Enterprise retention through campaign-based renewal outreach/processes and ongoing communication and program improvements/opportunities;
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of administration, communications, and systems – internally and externally within the Enterprise program;
- Remain up to date on the e-Stewards standard;
- Actively manage Enterprise program licenses, communications and accounts, with regularly updated use of Salesforce (CRM) including:
 - Manage and maintain all Enterprise records including: license agreements, annual reports and oversee that invoices are paid;
 - Manage and maintain a strong pipeline of Enterprise leads and update current pipeline status in Salesforce;
 - Manage and record email and phone contacts in Salesforce;
 - Capture and report on all current and potential Enterprises and their activities and create regular reports to share with e-Stewards team;

GENERAL QUALIFICATIONS:

The e-Stewards Enterprise and ESG Director will have existing knowledge of the inner workings of large corporations and in particular their services procurement, sustainability and ESG departments. Knowledge of ESG reporting, the electronics recycling industry and their customers, business acumen, and entrepreneurial spirit and drive are also considered useful attributes and experience.

The position requires a team player with a passion for building a values-based, market-solution program by engaging multiple business sectors, institutions, governments and partners to publicly commit to using certified e-Stewards recyclers. Professionalism, reliability, integrity, and excellent project management skills are critical in this role.

This individual must have a track-record of interfacing with potential and existing ‘customers’, understanding their universe and needs, working independently and in close coordination with the e-Stewards Certification Director and Business Manager, as well as being an enthusiastic and effective collaborative team player.

The e-Stewards Enterprise and ESG Director will be committed to the e-Stewards and BAN mission. Passion, idealism, integrity, and a positive attitude, are all attributes of the job.

SPECIFIC QUALIFICATIONS

- Bachelor’s degree required; advanced degree preferred, ideally an MBA;
- Knowledge of the electronics recycling/asset recovery industry is required; at least 3 years working with accredited certification and national and global auditing programs is preferred;
- Demonstrated ability to create and execute to plan; unwavering commitment to quality programs and data-driven program evaluation;
- Excellence in program development and management, with the ability to collaborate efficiently with high-performance teams, set and achieve strategic objectives, and manage a budget;
- Exceptional organizational skills and detail-oriented;
- 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;
- Poised and articulate public speaker, ability to clearly and effectively present and describe mission-based programs in both formal and informal situations;

- Ability to listen and respond positively to a variety of information, suggestions and critique;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning;
- Ability to work effectively in collaboration with diverse groups of people and staff;
- Proficiency in Microsoft Office and SalesForce.

SCOPE and COMPENSATION: The job is a full-time, 4 days/week, 36 hours per week, exempt, salaried, remote position with occasional travel required.

COMPENSATION: Based on experience and qualifications. Benefits including full medical, dental, vision; and a generous vacation and holiday package.

BAN 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.
