

## Senior Associate Job Description

The Carbon Leadership Forum is seeking a dynamic and innovative leader to fill the role of Senior Associate to execute the mission of this growing organization– to eliminate embodied carbon in buildings and infrastructure to create a just and thriving future.

### About us:

Recognizing that buildings account for around 40% of global energy related GHG emissions, the Carbon Leadership Forum is dedicated to accelerating the transformation of the building sector to radically reduce the embodied carbon in building materials and construction.

CLF is a newly-independent nonprofit organization that spun off from the University of Washington to act with boldness and determination to make buildings a solution to climate change. We research, educate, and drive cross-sector collaboration to support the data, tools, and policy changes needed to eliminate embodied carbon.

### About the role:

The Senior Associate will execute research, technical guidance, and collaboration in support of the CLF's mission. This role will initially focus on projects and activities that advance industrial decarbonization and data and methods related to environmental product declarations. The Senior Associate will initially report to the Program Director. This is a remote position based out of the United States.

### Duties & Responsibilities:

**80-85%** Develop research and resources to support widespread embodied carbon reductions

- Develop and execute research and resource development to support manufacturers, policymakers, practitioners, NGOs and others to drive decarbonization. Examples include:
  - Implementation of government technical assistance programs for environmental product declarations
  - Research carbon reduction pathways to achieve global climate targets for industrial emissions
  - Training programs for government agency staff to understand and execute low carbon product procurement programs, such as Buy Clean
- Develop subject matter expertise on key topics, such as industrial decarbonization and product life cycle assessments methods and data

- May be asked to manage projects with clearly defined approaches and activities, including development basic time and financial budget projections, with mentorship from senior staff

#### **5-10% Technical support for key stakeholders**

- Provide technical support to key public agency staff, NGOs, standards development bodies and others on relevant topics such as product category rules and environmental product declarations when requested
- Coordinate with other NGOs to drive harmonization on technical topics to enable embodied carbon reductions
- Be a spokesperson for the Carbon Leadership Forum on working groups and to presentation audiences
- May be asked to serve on technical advisory committees, such as product category rule committees, with mentorship from senior staff

#### **5-10% Organizational Support**

- Engage with other CLF staff to contribute to a collaborative and supportive work culture
- Support CLF advancement processes when requested, such as contributing to funding proposals and progress reports
- Support development of internal CLF publication practices and standards
- Build a peer network to expand technical capabilities and identify new research needs

### **Qualifications**

To be successful in this position you will need to have the following knowledge, skills and abilities:

- Strong technical expertise in LCA of products, buildings and/or infrastructure
- Experience using and/or evaluating product category rules and environmental product declarations
- Ability to work independently
- Ability to analyze and visualize data using tools such as Excel, Tableau and/or other database systems
- Strong communication skills (verbal and written)
- Understanding of the building/construction industry and experience collaborating with diverse industry stakeholders.
- Minimum 3 years of relevant work experience

Desired – Education, work experience:

- Master's Degree in environmental studies, engineering, architecture, or related field.

- Experience developing action-driven resources such as toolkits and industry roadmaps
- Experience mentoring and managing technical staff
- Experience in the use of Life Cycle Assessment software (Open LCA, etc.) to conduct life cycle assessments of building materials and products
- Graphic representation skills
- Non-profit and/or academic experience
- Experience with grant writing and development of relationships with funding organizations
- Budget management experience

### **Salary Range**

\$70,000-105,000 annually

### **Benefits**

The Carbon Leadership Forum offers a competitive benefits package including:

- Paid time off including 11 holidays, 2 weeks of sick time, an extra personal day and 15 days of vacation time for the first year
- Health and dental insurance. CLF covers 85% of healthcare plan costs and 100% of dental plan costs for you and your family
- Sponsored 401(k) retirement plan with 6% match on each payroll and a planned 1.5% additional match at year-end
- Life insurance
- A trusting and flexible remote work culture

To apply, please submit your resume and a cover letter to “[careers@carbonleadershipforum.org](mailto:careers@carbonleadershipforum.org).”

Priority will be given to applications received before June 14, 2024