

Low-Carbon Products Lead Job Description

The Carbon Leadership Forum is seeking a dynamic and innovative leader to fill the role of Low-Carbon Products Lead 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 Low-Carbon Products Lead will drive research, technical guidance, and collaboration in support of the CLF's mission. In particular, this role will lead projects and activities that advance industrial decarbonization and product-related life cycle assessment data and methods. The Low-Carbon Products Lead will initially report to the Program Director. This is a remote position based out of the United States.

Duties & Responsibilities:

70-75% Develop research and resources to support widespread embodied carbon reductions

- Manage moderately complex projects where approaches are mostly pre-defined. Includes planning, scheduling, and execution of activities. Develops basic time and financial budget projections. Monitors budgets and the work of others on the project.
- Develop and execute research and resource development to support practitioners, manufacturers, policymakers, NGOs and others to drive decarbonization. Topical 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
- Continue to develop subject matter expertise on key topics, such as industrial decarbonization pathways for key building materials, salvage, and life cycle inventory data quality and uncertainty methods

20-25% Technical support for key stakeholders

- Serve on technical advisory committees, such as product category rule committees
- Provide technical support to key public agency staff, NGOs, standards development bodies and others on relevant topics, such as product category rules, environmental product declarations
- Coordinate with other NGOs to drive harmonization on technical topics to enable embodied carbon reductions
- Be a spokesperson for the Carbon Leadership Forum to professional audiences at regional/national venues such as committees, working groups, and presentation audiences

5-10% Organizational Support

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

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, developing and/or evaluating product category rules and environmental product declarations
- Experience managing projects with mostly pre-defined activities
- Ability to work independently to lead complex research tasks
- Ability to analyze and visualize data using tools such as Excel, Tableau and/or other database systems

- National reputation as demonstrated by invitation to technical committees, peer review presentations at national conferences and/or publications.
- Strong communication skills (verbal and written)
- Understanding of the building/construction industry and experience collaborating with diverse industry stakeholders.
- Minimum 4 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

\$85,000-115,000 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.”

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