

Senior Manager, Policy and Research Job Description

The Carbon Leadership Forum is seeking a dynamic and innovative leader to fill the role of Senior Manager, Policy and Research 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 Manager will drive research, technical guidance, and collaboration in support of the CLF's mission. In particular, this role will focus on driving projects and activities that advance building decarbonization and building-related life cycle assessment data and methods. The Senior Manager will report to the Program Director. This is a remote position based out of the United States.

Duties & Responsibilities:

50-60% Develop research and resources to support widespread embodied carbon reductions

- Manage complex projects including their planning, scheduling, budget, and execution. Depending on the project scale this will require sole ownership of the project execution or the responsibility to manage and monitor the work of others.
- Develop and execute research and resource development to support practitioners, policymakers, NGOs and others to drive decarbonization. Topical examples include:
 - Implementation of government technical assistance programs for environmental product declarations
 - Research building-scale embodied carbon reduction pathways to achieve global climate targets
 - Develop training content for government agency staff to develop and implement voluntary and regulatory embodied carbon programs

- Continue to develop subject matter expertise on key topics

30-35% Technical support for key stakeholders

- Provide responsive technical support to public agency staff, policymakers, NGOs, standards development bodies and others focused on scaling embodied carbon reductions
- Serve on technical advisory committees, such as standards development and policy advisory committees
- 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 influential regional/national venues such as committees, working groups, and presentation audiences

10-15% Organizational Support

- Manage and mentor staff in a remote-work environment
- Provide input on CLF's programmatic/organizational and funding strategy
- Drive success in achieving specific strategies within the CLF strategic plan, including identifying gaps and opportunities
- Support CLF advancement processes, such as contributing to funding proposals, progress reports, and nurturing relationships with funders

Qualifications

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

- Strong technical expertise in life cycle assessment of buildings and/or infrastructure
- Experience specifying, using and/or evaluating product category rules and environmental product declarations
- Experience managing complex projects
- Experience mentoring and managing technical staff
- Budget management experience
- Ability to work independently to lead advanced workstreams with minimal oversight
- 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 6 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 trainings and toolkits
- Experience with sourcing and quantification of salvaged or reused materials and buildings
- Expertise in material efficiency
- Experience in structural engineering, architecture, or general contracting
- 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

Salary Range

\$105,000-150,000 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