

Program Manager, Responsible Purchasing Network New American Dream

Position: Program Manager, Responsible Purchasing Network

Schedule: Full-time four-day, 32-hour work week

Compensation: Salary in mid-to-high forties, health insurance, four weeks paid vacation, paid holidays and sick days, pension plan after one year of employment.

Start Date: ASAP

New American Dream

New American Dream helps Americans consume responsibly to protect the environment, enhance quality of life, and promote social justice. The Responsible Purchasing Network (RPN), a New American Dream program, helps institutional purchasers incorporate social and environmental considerations into procurement. Institutional purchasers, including federal agencies, state and local governments, colleges and universities, and large companies, represent tremendous purchasing power. RPN's mission is to harness that power and shift purchases toward socially and environmentally responsible products.

Program Management

The RPN Program Manager reports to the RPN Director and works with a team of RPN staff, consultants, fellows, and external advisors to promote socially and environmentally superior products to RPN members, clients, and other partners. RPN conducts strategic programs to support specific responsible purchasing efforts with key buyers. Ongoing projects promote green cleaning products, energy efficient office equipment, EPEAT certified computers, efficient light bulbs, environmentally friendly food services and drinking water, renewable energy, clean vehicles, environmentally preferable paper and other goods and services as they are determined to be priorities.

The Program Manager is primarily responsible for designing and administering RPN's Responsible Purchasing Guides and Responsible Purchasing Reports for clients.

Job Duties

1) Research

- a. Prioritize research needs
- b. Conduct and manage research
- c. Coordinate production schedules
- d. Manage online website content

2) Online Product Database

- a. Collect and synthesize product data from partners such as GreenSeal, Ecologo, and others
- b. Conduct ongoing product updates

3) Outreach

- a. Schedule and produce news as needed for program website, newsletter, and announcements
- b. Conduct webinars and trainings

4) Fundraising

- a. Plan, draft, and report on grant proposals
- b. Work with RPN director and outside stakeholders as needed to draft work scopes with clients, and execute client deliverables including research and final project reports.

5) Staff management

- a. Hire and manage summer interns
- b. Co-manage RPN Externs and/or Fellows, and junior staff

6) New Dream Cross-Program Coordination

- a. Coordinate with other Center for a New American Dream departments and teams as needed, e.g. Outreach, Marketplace, Communications

The ideal candidate should have a Bachelor's degree (Master's or equivalent experience preferred); minimum four years experience with an emphasis on environmental issues; a grounding in environmental science; excellent research, writing, and verbal skills; quantitative skills; flexibility; the ability to juggle multiple tasks simultaneously; and the ability to work well both individually and as part of a team.

To apply, please send a cover letter, resume, references, and one writing sample (no more than three pages) to:

Responsible Purchasing Network Program Manager
Attn: Chris O'Brien
New American Dream
6930 Carroll Ave, #900
Takoma Park, MD 20912-4466
or via email to RPN@newdream.org

New American Dream is an equal opportunity employer.