



Innovative Products For **Home. Work. Life.**

## Household & Commercial Products Association (HCPA)

### Organization:

The Household & Commercial Products Association (HCPA) is a Washington, D.C.-based trade association, representing companies that manufacture and sell \$180 billion annually of trusted and familiar products used for cleaning, protecting, maintaining, and disinfecting homes and commercial environments. HCPA member companies employ 200,000 people in the U.S. whose work helps consumers and workers to create cleaner, healthier and more productive lives.

<b>Job Title:</b>	<b>Manager of Sustainability</b>
<b>Department:</b>	<b>Scientific &amp; Regulatory Affairs</b>
<b>Reports To:</b>	<b>Executive Vice President, Scientific &amp; Regulatory Affairs</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Job Location:</b>	<b>Washington, D.C.</b>
<b>Salary Range:</b>	<b>TBD</b>

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### Position Summary

HCPA is seeking a **Manager of Sustainability** with experience in managing sustainability programs. Under the direction of the Executive Vice President, Scientific & Regulatory Affairs, the **Manager of Sustainability** is responsible for sustainability activities affecting member company products at the federal and state levels. This role will provide leadership as an industry ambassador for sustainability issues and deliver member value through leadership of activities in conjunction with association strategic objectives.

### Essential Duties and Responsibilities

The **Manager of Sustainability** will be responsible for overseeing sustainability activities. In addition, the position will have a broad range of responsibilities including, but not limited to:

- Be staff expert on sustainability initiatives relevant to the household and commercial products industry.
- Lead comprehensive sustainability efforts and outreach activities in support of household and commercial products.
- Serve as the technical lead on recycling, reuse, and reduction of household and commercial products and packaging.
- Work to strengthen relationships with allied trade associations, industry coalitions, NGOs, and elected officials.
- Monitor and track sustainability activity, developing metrics as appropriate to communicate success.
- Develop and oversee programs that display and communicate industry's progress in sustainability efforts.
- Participate in meetings with key government officials to negotiate sustainability policies consistent with positions adopted by the Association.
- Staff committees and task forces comprised of member companies working on current industry issues.

- Plan and deliver sustainability programs at HCPA sponsored meetings.
- Attend HCPA's Mid-Year and Annual Meetings.

### **Education and Qualification Requirements**

- Bachelor's Degree or higher (Master's preferred) in a technical, scientific, or related field with a minimum of 3-5 years of experience.
- Collaborative and team-oriented professional able to successfully interact with staff members, association members, Board of Directors, and other key stakeholder organizations. Trade association experience, in a paid or volunteer capacity, is a plus.
- Strong familiarity with sustainability processes and procedures.

### **Knowledge, Skills, and Abilities**

- Must have excellent writing and communication skills.
- Must have demonstrated ability to speak to large audiences.
- Must have demonstrated ability to organize large projects and stakeholder groups.
- Strong interpersonal skills (communication, teamwork) and personal effectiveness skills (decision making, time management).
- Team player that will positively contribute to the collaborative and fun culture of the organization.
- Self-starter with the ability to work in a fast-paced office environment.
- Must be flexible and able to manage multiple responsibilities.
- Proficient with MS Word, PowerPoint, and Excel, as well as legislative tracking software platforms.
- Knowledge of manufacturing industries and business operations a plus.

### **Supervisory Responsibilities**

There are no supervisory responsibilities.

### **Travel Requirements**

Overnight travel with extended stay to the Mid-Year Meeting and Annual Meeting is required.

Travel as needed to various states to attend meetings with members and attend regulatory meetings and hearings is required. Other travel as business needs dictate.