BIFMA is the leading non-profit trade association in North America with members from around the world. Founded from the call to define uniform product design and fabrication standards for the industry, BIFMA has served as the voice of the commercial furniture industry since 1973 and is now the recognized source for refining, managing and developing ANSI standards that embody safety, ergonomics, health, sustainability and performance. These technical services now support buyer and specifier communities in making informed furniture selection decisions through education, product registries, and certifications.

BIFMA expanded its mission to fully support the industry providing market research and hosting events focused on leadership. BIFMA’s industry outreach celebrates design and innovation in recognition of the significance furnishings play in the places we learn, work, heal and live.

The Technical Director is responsible for developing strategy and managing all activities related to BIFMA’s health and sustainability performance services. Reporting to the President and CEO, the Technical Director also interfaces with a Board Council established to provide strategic oversight and guidance.

**Responsibilities**

**Technical Services**

- Manage, guide and document standards development, maintenance and revision process. Primary areas are: emissions, flammability, chemicals, environmental health, and sustainability.
- Facilitate Volunteer Committee meetings for standards and advocacy: agendas, facilitation, record minutes.
- Serve as program manager for the LEVEL Certification program. Facilitate periodic audit of the registry. Manage relationships with certifying bodies.
- Monitor and recommend appropriate action regarding interpretations or related issues to industry benefit.
- Research, develop and implement strategic plans designed to further BIFMA’s leadership position in health and sustainability initiatives and standards.
Advocacy

- Serve as advocate with respect to areas of legislation and regulations impacting the industry.
- Research, develop and implement strategic plans to proactively address and negate the need for (imposed or optional) regulation by external entities.
- Monitor issues that are of significant interest to the industry or could set a precedent affecting the industry.
- Actively participate in associated industry organizations to stay current on issues impacting area of responsibility.
- Serve as point of contact and proactively manage relationships with related organizations and government agencies.

Outreach

- Promote and increase program participation and membership. Work proactively with other BIFMA staff and committees to effectively communicate the value of these initiatives.
- Support industry awareness through speaking engagements, presentations, and CEUs.
- Work with BIFMA committees to develop position papers to reflect consensus view.

Leadership

- Develop annual goals and objectives for health and sustainability services and provide input into annual budget.
- Contribute to the total effectiveness of the association, communicating openly, addressing issues proactively, offering creative ideas and working as a positive, engaged team member.
- Perform requested work as required.

General Qualifications

- BS in Engineering, Sustainability, Environmental Health or related field.
- 15 years of experience in product engineering standards working with ANSI, NSF.
- 10 years of experience in the furniture industry.
- 5 years of experience in legislative and regulatory advocacy is a plus.
- LEED certified or solid knowledge of sustainability criteria.
- Excellent communication skills; verbal, written, and presentation.
- Ability to work with a wide variety of individuals and disciplines.
- Consensus building and public speaking.
- Proficient in MS office, word, excel, power point.
- Travel required, occasionally international.

Please forward resume and position questions to Deirdre Jimenez, BIFMA President & CEO, djimenez@bifma.org.