

Position Description- Director Health & Sustainability

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 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, thought leadership, and industry outreach celebrating design and innovation in recognition of the significance furnishings play in the places we learn, work, heal and live.

We are seeking a Technical Director 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 Health, Sustainability, Safety, and Performance Advisory Council established to provide strategic oversight and guidance. This position is in SW Michigan reporting into the Grand Rapids BIFMA HQ.

BIFMA offers competitive benefits and is an equal opportunity employer.

Responsibilities

Technical Services

- Manage, guide and document standards development, maintenance, and revision process. Primarily in the areas of emissions, flammability, chemicals, environmental health, and sustainability.
- Facilitates Volunteer Committee meetings for standards and advocacy: agendas, facilitation, record minutes.
- Serve as program manager for the LEVEL Certification program. Facilitates periodic audit of the registry. Manages 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 industry 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.
- 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 delivering presentations and CEU's
- Work with BIFMA committees to develop position papers to reflect consensus view.

Leadership

- Develop annual goals, objectives 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 yrs experience in product engineering standards working with ANSI, NSF
- 10 yrs Experience in the furniture industry
- 5 yrs Experience in legislative and regulatory advocacy 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 send resumes to: email@BIFMA.org