Senior Director for Policy and Programs  
May 20, 2020

The Product Stewardship Institute (PSI) seeks a passionate product stewardship policy expert with strong project management, managerial, and leadership skills to join our team of dedicated, collaborative environmental stewards. This is an excellent opportunity to be part of a fast-paced organization that has been at the forefront of the product stewardship movement in the U.S. for the past 20 years.

- **Salary**: commensurate with experience (includes a generous benefits package).
- **Deadline Application**: until filled
- **Start Date**: immediate opening
- **Location**: Boston, MA (Currently work-from-home because of COVID-19)

About PSI

PSI works with diverse stakeholders to reduce the health, environmental, and economic impacts of a wide array of consumer products including packaging, pharmaceuticals, paint, carpet, mattresses, batteries, electronics, and others. Best known for our collaborative approach to developing voluntary and legislated solutions to sustainable materials management issues, PSI has a long history of successes, including:

- Conceived of, and facilitated, the multi-stakeholder dialogue process that led to the first industry-run paint recycling program in the country, now operating by law in ten states and the District of Columbia;
- Initiated the national discussion on e-waste management that resulted in electronics recycling laws in 25 states;
- With Staples and the U.S. Environmental Protection Agency, piloted the first voluntary retail-based computer recycling program in the country, which became a model for Best Buy and related programs;
- Helped Connecticut develop and pass the first mattress recycling law in the U.S., becoming a model for similar laws passed in California and Rhode Island; and
- Led a national coalition that changed the federal law and subsequent regulations to allow pharmacies to collect controlled prescription drugs, increasing consumer convenience and lowering costs.

Senior Director Role

The Senior Director of Policy and Programs will lead a team of policy staff, working closely with the Chief Executive Officer and Founder to conduct research and develop product stewardship and extended producer responsibility (EPR) policies, programs, and legislation. PSI’s main national focus is currently on packaging and pharmaceuticals, although we are also active on 20 other products, including paint, electronics, household hazardous waste, batteries, carpet, and mattresses. The senior director will work with the CEO and director of finance and operations to guide the organization, including developing new business opportunities.

Job Responsibilities

- Direct and oversee policy staff managing multiple, complex, and fast-moving projects from conception through implementation and reporting; ensure projects are completed on time, on budget, and to PSI’s quality standards.
- Design, coordinate, and facilitate multi-stakeholder workgroups and meetings focused on technical product stewardship topics.
- Maintain current knowledge of legislative activities nationwide across all product categories; in collaboration with the policy team, analyze policies, regulations, and legislation, and advocate for passage.
• Design and conduct research, analyze data, and write high-impact reports that support the development and implementation of product stewardship programs.
• Identify and develop new business opportunities collaboratively with the CEO, Director of Finance and Operations, and policy staff. Help shape the organization’s strategic plan.
• Build the capacity among governments, companies, and environmental groups to implement EPR policies and programs. Build and nurture those relationships.
• Represent PSI at conference and on webinars, including delivering compelling presentations.
• Keep abreast of domestic and international product stewardship and EPR developments and initiatives.

Qualifications & Requirements
The ideal candidate will have a strong environmental and/or waste management policy background and demonstrated staff management, project management, and team leadership skills. Other qualifications include:
• Master’s Degree, Ph.D. or equivalent experience in an environmental discipline.
• 10+ years experience in the environmental field, including in product stewardship and EPR policy, working in the nonprofit, private, and/or government sectors.
• 5+ years of management experience leading and motivating professionally diverse teams. Demonstrated success in managing, mentoring, training, motivating, and working with research, program, and policy staff.
• Big picture strategic thinker with ability to translate strategy into concrete initiatives.
• Ability and initiative to identify and build relationships with potential clients and strategic partners.
• Positive “can do” attitude and ability to work well independently and as part of a team.
• Ability to multi-task in a fast-paced organization with numerous priorities.
• Adept at managing multiple projects simultaneously and producing high-quality results, on time, within budget.
• Strong technical skills, including research and survey techniques, data analysis, pilot design, policy analysis, program evaluation; ability to advocate for policies, including during the legislative process.
• Highly developed communication and interpersonal skills, including exceptional writing and the ability to translate ideas into clear, compelling proposals, presentations, and reports.
• Experience facilitating groups in person and over the telephone.
• Knowledge of environmental and product stewardship programs, laws, and regulations in the U.S. and abroad.
• Ability to work collaboratively and objectively with representatives from government, industry, environmental groups, and those with other stakeholder interests.

Product Stewardship Institute, Inc. (PSI) is a national nonprofit working to reduce the health and environmental impacts of consumer products from design and production through end-of-life. PSI takes a unique approach to solving environmental problems by bringing key stakeholders together in well-designed dialogues to forge lasting agreements rooted in producer responsibility and sustainable materials management. The organization has built capacity for product stewardship in the U.S. for the past 20 years, conducting both voluntary and legislative product stewardship initiatives. PSI works closely with 47 state environmental agency members, hundreds of local government members, and over 120 partners from businesses, universities, organizations, and international governments. For more information, please visit www.productstewardship.us.

To Apply: Email (with subject line “Senior Director for Policy and Programs”) a cover letter, resume, and two writing samples (one research report and one shorter piece) to amanda@productstewardship.us. Additional work samples welcome and encouraged. The Product Stewardship Institute, Inc. is an equal opportunity and affirmative action employer and provider.