



## Job Announcement

**Green Markets Associate**

**Closing Date:** June 15, 2018

**Reports to:** Green Markets Director | **Location:** Portland, Oregon

### About Sustainable Northwest

Sustainable Northwest (SNW) is a conservation non-profit working at the intersection of economy, environment, and community. Our mission is to bring people, ideas, and innovation together so that nature, local economies, and rural communities can thrive. Since 1994, we have brought people together across the West to find natural resource solutions that work for people and nature. Our core areas of work are forests and rangelands, water, and energy. We provide expertise in governance and capacity building, policy and government affairs, and markets and finance.

We believe a healthy economy, environment, and community are indivisible, and that all three are strengthened by wise partnerships, policies, and investments. We envision a prosperous, low-carbon Northwest where rural working lands supply sustainably produced goods and services to urban markets, supporting healthy natural systems and strong communities.

### Position Summary

The Green Markets Associate is a full-time position focused on entrepreneurial provision of technical assistance and market development services for wood products businesses in the Pacific Northwest, primarily through managing a Forest Stewardship Council (FSC) Group Chain of Custody certificate and Western Juniper market development work.

Sustainable Northwest manages the oldest FSC Chain of Custody certificate in the U.S. The program supports over \$16 million dollars in certified wood sales, 213 wood products jobs, and 75 individual small businesses across the Western U.S. The Green Markets Associate will be responsible for all aspects of Sustainable Northwest's FSC US Chain of Custody program. Funding for this position has been established for the first year of work. Continuation of the position will be contingent upon the Director and Associates' ability to secure a combination of earned revenue and philanthropic funding to support the work over time.

The Green Markets Associate role is a non-supervisory team leader responsible for providing an array of technical assistance to individual business members. The Green Markets Associate must have entrepreneurial qualities with the ability to work independently and balance a set of competing external and internal requests.

### Responsibilities

As the primary lead for management and growth of SNW's FSC Group Chain of Custody certificate program, the role will:

- Provide and improve technical assistance to current FSC Group Certificate member businesses, related specifically to implementing the Chain of Custody and general market and business development

- Identify and implement management efficiencies to help leverage existing FSC Group Certificate resources for maximum impact
- Develop and implement a strategy to grow the FSC group certificate membership
- Ensure viability of the certificate by implementing the Chain of Custody across the membership. Prepare members for, and participate in, the annual third-party audit
- Function as liaison between group members and FSC-U.S. staff, third-party auditor
- Work in partnership with lead program staff on Western Juniper wood products market development projects
- Support Program Director in creation and management of foundation grant proposals
- Work with development staff on fundraising efforts for the FSC program and broader organizational campaigns
- Work with finance staff to assess and administer payments of annual membership dues
- Support Program Director in preparation of annual budget and work plans for the project
- Support Program Director in building markets for responsibly sourced local wood, and contribute to other SNW projects related to market development
- Successfully represent Sustainable Northwest among various stakeholders and audiences
- Other duties as assigned

#### Qualifications

- Bachelor's degree in natural resources or business
- 3+ years' work experience in sustainable business, wood products industry, or entrepreneurship. Experience in natural resources preferred
  - Graduate work such as a Master of Business Administration (MBA) will qualify for 2 years of this experience
- Very strong written and oral communication skills, including the ability to master complex principles and communicate them to a variety of business audiences
- Responsive problem-solving; the ability to be flexible in implementation approaches in response to individual business needs and constraints
- Detailed experience in project management including budget formation, and experience managing grants
- Ability to work independently, be pro-active, and manage difficult work situations, while also demonstrating commitment to working in a team environment, including internal and external work situations
- Able to lead and to delegate; be flexible and adaptive when needed
- Strong sense of self-awareness and willingness to seek advice and address input from others across the organization and externally (Board, staff, outside specialists, etc.)
- Excellent interpersonal relationship and communication skills, with willingness to develop team relationships and contribute productively to organizational initiatives
- High level of organization and professionalism

#### Preferred

- Knowledge of forest management; experience with wood products and green building
- Demonstrated market development experience  
Experience working with industry associations, and local, state, and federal agencies

### **Compensation and Benefits**

This is an exempt, full-time position. The salary range is \$45,000 - \$50,000 commensurate with experience. Sustainable Northwest offers a highly competitive benefits package including full medical, dental and vision insurance; life and disability insurance; contributions to a 403b retirement account; generous paid time off, holidays and sick leave; annual TriMet pass and bike commuter maintenance stipend; and pre-tax Cafeteria plans for transit, medical and dependent costs.

### **Equal Opportunity Employer**

Sustainable Northwest is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, age, disability, veteran or marital status, citizenship, sexual orientation, gender identity or any other legally protected status entitled to protection under federal, state or local anti-discrimination laws.

### **To Apply**

Please send cover letter and resume by June 15, 2018 to Mr. Paul Vanderford, Green Markets Program Director, 1130 SW Morrison St., Suite 510, Portland, Oregon, 97205 or via email [paulv@sustainablenorthwest.org](mailto:paulv@sustainablenorthwest.org). Cover letter should address why you are a good fit with Sustainable Northwest and this job description. No phone calls please.

### **About Forest Stewardship Council Certification**

Forest Stewardship Council certification of wood products provides a means of compensating land managers for the ecosystem services provided by responsible forestry. To provide assurance to the end customer that their purchases are supporting responsible forestry, FSC employs a Chain of Custody certification to ensure identity of FSC certified wood throughout the supply chain.

SNW has maintained a group FSC Group Chain of Custody certificate since 2003. Group certification offers an affordable option for businesses with less than \$5 million annual gross sales. The group structure provides two primary benefits to small businesses: 1) reduced annual costs of certification and 2) technical assistance with development and maintenance of required documentation. Over the past 9 years, membership in our certificate has grown from 7 to 75 businesses, largely through word of mouth, referral, and delivery of high quality service and support to members.