



# **JOB POSTING: Director of Fundraising and Programs** **(SERI Programs Director)** **Sustainable Electronics Recycling International (SERI)**

## **About SERI:**

Sustainable Electronics Recycling International (SERI) is a non-profit 501(c)(3) organization based in the United States. SERI protects the planet and enriches lives by championing sustainable actions throughout the entire electronics lifecycle. Our mission is to help create a world where electronic products are reused and recycled in a way that promotes resource preservation, the well-being of the natural environment, and the health and safety of workers and communities. SERI does this primarily through administration of the R2 (Responsible Recycling) Certification Program – a global voluntary certification program for the safe and sustainable reuse and recycling of electronic equipment and components. Today, there are more than 950 R2 certified facilities operating in 32 countries.

As a non-profit organization SERI seeks to grow its impact through new programs that are not R2 specific. These programs will engage multiple, international stakeholder groups and seek to have a positive impact to further a circular economy model for electronics towards a zero e-waste world. A variety of programs are being considered.

## **Overview of the Position:**

The Director of Fundraising and Programs will lead these new programs, including the development and fundraising for these programs. He/She will be responsible for working with internal and external SERI stakeholders to develop program proposals, then find resources from investors and finally oversee the execution of the programs. Fundraising is anticipated to focus on corporate foundations, grants and partnerships. This individual will develop relationships with investors, build support for programs, and oversee each program from end-to-end. It is imperative that the SERI Programs Director understands SERI's mission and is able to understand investors' needs and engage in their communities.

SERI is a small and lean organization. It is a small team environment where employees wear many hats and often have to complete the work for the responsibilities each employee is managing. SERI does not maintain a corporate office. All employees work from home. The successful candidate will be independent and comfortable working in this "virtual" organization, and working some non-traditional hours as is necessary to communicate with people in different time zones and parts of the world. This position offers flexibility in work hours provided the job functions and interaction with others can be successfully performed. However, travel will be necessary (post COVID-19) and sometimes overnight and weekends.

Working from home is necessary with ergonomically adequate work space, Internet and phone connectivity to perform the job on a daily basis from home. This is a full-time permanent position. The SERI Programs Director reports directly to SERI's Executive Director and will collaborate with a committee of the SERI Board of Directors to develop programs.

The following outlines the primary areas of responsibility. Additional responsibilities or functions may be required as necessary to support the organization.

## **Role Objectives:**

- Create programs that further SERI's mission and impact on the world
- Build and maintain relationships with investors who donate to SERI Programs
- Secure funding for SERI Programs
- Deliver SERI programs for both SERI and the investors
- Publicly promote SERI and its programs

## Role Activities:

<p><b>Fundraising</b></p> <ul style="list-style-type: none"><li>• Identify strategic investments and build relationships to foster investment</li><li>• Lead the effort to secure grant funding</li><li>• Continually grow opportunities for financial and in-kind contributions</li></ul> <p><b>Programming</b></p> <ul style="list-style-type: none"><li>• Identify and build programs / projects consistent with SERI's mission</li><li>• Work with partners and SERI staff to implement programs / projects</li><li>• Manage partner relationships</li><li>• Manage SERI programs / projects</li><li>• Provide metrics and reporting on the success of SERI's programs / projects</li></ul>	<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"><li>• Participate in a variety of stakeholder events around the world to build relationships and promote SERI's mission and programs</li><li>• Present at conferences, webinars, and meetings</li><li>• Write articles for SERI's newsletter and other publications</li><li>• Work with partners to promote their work</li><li>• Be active on social media to extend outreach</li></ul> <p><b>Travel</b></p> <ul style="list-style-type: none"><li>• Moderate travel estimated at 40% for meetings with investors and stakeholders, and to speak at conferences and events</li><li>• Travel is expected to be Global in nature</li></ul>
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## Qualifications:

The ideal candidate will have at least 5 years' experience in one or more relevant areas such as corporate sustainability, social governance, fundraising, program management, environmental policy or business development. **Program development and strong fundraising skills with demonstrated success are essential.** Experience with electronics manufacturing, reuse and recycling is desirable but not critical. This position requires independent work communications through phone, email, texting, instant message, etc. An independent professional, with work discipline is needed to be successful in this organization. The candidate will possess many, if not all, of the following specific skills/attributes:

<p><b>Skills and Experience</b></p> <ul style="list-style-type: none"><li>• Demonstrated communications skills</li><li>• Demonstrated relationship building skills</li><li>• Demonstrated consultative sales skills</li><li>• Used to dealing with Corporate sector, especially in the USA</li><li>• Demonstrated success with foundation grant writing or comparable experience</li><li>• Evidence of past partnership development and fundraising from foundations</li><li>• Evidence of Program / project management experience</li><li>• Ability to make public presentations, webcasts</li><li>• Fluent in the English Language</li></ul> <p><b>Personal Qualities Essential to Success at SERI</b></p> <ul style="list-style-type: none"><li>• Passion for SERI's mission and vision</li><li>• Highest level of integrity</li><li>• Self-confidence</li><li>• Independent</li><li>• Imagination/innovation</li><li>• Lots of energy</li><li>• Sense of humor</li></ul>	<p><b>Other (knowledge, skills and abilities):</b></p> <ul style="list-style-type: none"><li>• Ability to obtain Visas and travel in all countries</li><li>• Highly proficient in Microsoft Office, including Outlook, Word, Excel and PowerPoint</li><li>• Self-motivated, detail-oriented and organized with the ability to multitask, prioritize and manage time effectively</li><li>• Effectively applies critical thinking to understand and solve problems, makes well thought-out decisions to quickly and positively create results</li><li>• Supports SERI's mission, vision and values through project and team work</li><li>• Project Management qualifications</li><li>• Other languages desirable</li></ul>
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**Compensation:**

An attractive compensation package will be provided to the successful candidate commensurate with education and/or experience. SERI provides a Simple IRA with matching contributions for retirement; a Health Reimbursement Account; Life insurance; and Disability insurance.

**To Apply:** [SustainableElectronics.org/careers](https://SustainableElectronics.org/careers)