

Policy and Institutions Senior Manager, North America Based in Washington DC or New York City

Overview

You will be responsible for bringing the Foundation's mission to life in North America and realizing one of our four 2025 key outcomes – to 'Leverage momentum in Federal and State policy to bring the US to the forefront of the international community on circular economy'.

The Foundation has a strong track record of informing circular economy policy development in Europe and now we want to achieve similar success in the US. Doing so will require distinct approaches and new expertise given the unique context and opportunity presented by the world's largest economy.

You can read more about our work [here](#)

Role and Responsibilities

Reporting to our Executive Lead, North America, your main responsibilities will be as follows:

- Provide thought-leadership internally and externally on the role of policy in enabling a transition to a circular economy in the context of contemporary US policy issues.
- Form Points of View on key US policy issues as they relate to a circular economy, especially in the areas of plastic, food, fashion and finance, design, climate and biodiversity.
- Leverage our business network and insights gained from our research and publications to inform the drafting of national and state legislation in support of our vision for a circular economy.
- Identify catalytic policy intervention points as they emerge at both the national and state level and discern effective pursuit strategies that fit the Foundation's strategy and operations.
- Proactively engage in the federal policy ecosystem to inform debate and champion our vision for a circular economy.
- Grow and maintain the Foundation's relationships with key US Institutions and government agencies, as well as key individuals where applicable, that are working on the topic of circular economy.
- Uncover opportunities for public/private partnerships to advance a circular economy in the US and collaborate with the Network team to convene parties.
- Work with the international EMF team to coordinate communication between US policy stakeholders and multilateral processes e.g., G7/20, UNEA and international working groups (OECD Committees, WTO).
- Represent the Foundation at mid/high-level relevant public and private meetings, workshops and conferences as required to support other responsibilities.

Your profile

Essential

- 7+ years of relevant professional experience demonstrating a strong network in Washington D.C and/or State government ecosystems, specifically in topic areas related to the Foundation's initiatives and platforms.

- A depth of expertise in public policy development coming from areas such as corporate/government/public affairs, work in State or Federal government executive agencies, work in leading institutions, think-tanks, and NGOs or similar.
- Strong working knowledge of US State and Federal Government and a track record of leveraging the knowledge to deliver high impact programs.
- Experience acting as a public representative in high-profile meetings, forums, and conferences.
- Some experience of project management practices and familiarity with associated key concepts.
- You must have the right to work in the USA.

Preferred

- A track record of delivering high impact programs in areas relevant to a circular economy.
- Expertise in one or more areas of Foundation work such as plastic, fashion, food, finance, packing, innovation or design, higher-education or communications.
- Relevant experience in Canada and/or Mexico.

Please apply with CV and covering letter by January 31st 2022 to Barbara Calland (barbara@emf.org)

- Salary \$100,000 - \$130,000 dependent on experience and location
- Medical and Dental Insurance
 - 100% employer-paid premium (employee only)
 - Preferred Provider Organization Plans
- Life Insurance
 - Up to \$50,000 term life policy
- Travel Medical Insurance, outside US
- 401(k) Retirement Plan
 - Three percent (3%) employer non-elective contribution (contribution made regardless of whether employee contributes)
 - Employer contributions, 100% vested after two (2) years of employment
- Time Off
 - Eight (8) Paid Holidays
 - Vacation and Sick Time
 - Twenty-five (25) days annually
 - Paid Family Leave (where applicable)

The Ellen MacArthur Foundation is committed to promoting equal opportunities in employment and providing a working environment free from discrimination. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any other characteristic protected by the laws or regulations in the locations where we operate.