

## Certification Manager

**Location: Remote (US or EU) or Amsterdam (NL) office**

**Eligibility to work in the United States or European Union is required for this position.**

**Release date: July 2023**

The Cradle to Cradle Products Innovation Institute is looking for an exceptional individual to join our highly dedicated and talented team to accelerate adoption and maximize the positive impact of the Cradle to Cradle Certified® Products Program worldwide.

The Cradle to Cradle Products Innovation Institute is dedicated to powering innovation for the circular economy through products that have a positive impact on people and planet. Through the Cradle to Cradle Certified Products Program, the Institute sets the global standard for materials, products and systems that are safe, circular and responsibly made. The Institute works closely with leading organizations and stakeholders worldwide to guide and validate their efforts to apply the principles of material health, circular economy, climate protection, water and soil stewardship, and social fairness to product design and manufacturing.

As a member of the Institute's Certification Team, the primary roles of the Certification Manager are to perform in-depth technical reviews of product assessments and lead technical development projects as part of the continuing evolution of the certification program. Working closely with the Institute's team and global assessor network, the Certification Manager will be a technical expert on the Cradle to Cradle Certified standards and deliver efficient, high quality certification services to companies in the Cradle to Cradle Certified community.

## Key Responsibilities

- Perform in-depth technical reviews of certification applications and product assessment reports to ensure compliance with requirements in the Cradle to Cradle Certified Product Standard
- Drive design and implementation of improvements to certification processes, policies, standard requirements, user tools and resources based on program vision, direct experience, and user/stakeholder feedback
- Provide technical and operational support to certification holders and applicants, program assessors, Institute staff, and other program stakeholders
- Assist with oversight of entities conducting conformity assessments to ensure products are assessed consistently and in accordance with the Cradle to Cradle Certified standards and assessment methodologies
- Support day-to-day administrative aspects of the certification program, including the processing of certification applications, certification agreements, invoices, and other certification and operations related tasks, as needed
- Provide other technical, research, and standard development support, as needed

## Requirements

- Bachelor's or Master's Degree in a relevant scientific/technical field of study (e.g., environmental science, chemistry, or engineering)
- At least 5 years of relevant, professional work experience
- Experience and/or working knowledge in one or more of the Cradle to Cradle Certified focus areas: Material Health (chemical composition of materials; chemical hazard and/or exposure assessment); Product Circularity (e.g., recycled content, recycling processes, biodegradation, composting); Renewable energy concepts (i.e., energy accounting, renewable energy credits, and greenhouse gas emissions, accounting, and offsets, LCA, EPDs); Water & Soil Stewardship; Social Fairness/social compliance practices as they relate to product manufacturing
- Experience conducting technical reviews/audits in support of environmental certification or a related program (ISO 9001/19011 certification preferred)
- Technical experience related to sustainable manufacturing practices preferred
- Excellent written and spoken English communication skills
- Strong sense of personal responsibility and accountability for delivering high quality and original work within a set timeline
- Ability to manage competing priorities and to deliver in high-paced environment
- Strong commitment and thorough attention to detail
- Strong aptitude for proactive problem-solving, ability to initiate projects and work independently
- Detailed functional knowledge of standard office software (MS Office suite, Google apps)

- Enthusiasm for learning and using Salesforce to manage certification operations; Experience in working with Salesforce, or administering databases or information systems preferred
- Genuine passion for sustainability and advancing the Cradle to Cradle design principles

### Why Work With Us

- Be part of a renowned organization at the leading edge of standard-setting and innovation for the circular economy
- Thrive in an organizational culture that values collaboration, diversity & inclusion, excellence, integrity and innovation
- Take part in impactful work designed to connect the dots between the vision of a global prosperous circular economy and practical, real-world application
- Engage with global leaders to address systemic challenges to responsible production and consumption at the product, business and industry level
- Interact with leading businesses, governments, industry associations, NGOs and academia within the sustainability movement
- Work with talented, highly motivated, mission-driven colleagues in an international setting
- Shape a positive future for product design and manufacturing, and make a positive impact for society at large

To apply for this role, please submit a current resume and a short cover letter in English to [careers@c2ccertified.org](mailto:careers@c2ccertified.org)

**Application Deadline: Open until filled**

*The Cradle to Cradle Products Innovation Institute is an equal opportunity employer.*