

## Responsible Sourcing Program Manager

### About the Role

The Responsible Sourcing Program Manager is an exciting, newly created role to lead our multi-year program focused on ensuring the responsible sourcing of recycled plastics from emerging markets. This role requires a deep commitment to equity, the ability to build trust and credibility with many different stakeholders, advanced program and people management skills, and optimism in the face of some of the world's most difficult systemic challenges. The Program Manager will act as the “backbone” for this new initiative, guiding our partner organizations, including SecondMuse, Circulate Capital, NextWave Plastics, and Meridian Institute. This role will also interact with external stakeholders, including global corporations in the plastics value chain, recycling operators, and worker advocacy groups. This is a full-time position and the role reports to the Director of Impact & Insights.

### Key Responsibilities

- Manage the development and execution of the responsible sourcing program to achieve the program outcomes and goals. Operationalize program plans into detailed activities. Manage timelines and budgets to ensure funder and partner obligations are met.
- Act as the main point of contact and liaise with partner organizations to implement planned program activities, including organizing roundtables, site visits, data collection, etc.
- Coordinate with team members and partners across various geographies and organizations to ensure consistency of communications messaging to audiences, including collaboration with key partners, including SecondMuse, Circulate Capital, and others; staff steering committees and working groups
- Lead the development of strategic relationships with corporations and recruit them to support the program's guiding principles.
- Develop a range of program communications materials and messaging together with The Circulate Initiative's Communications Manager, designers, and our partners to amplify the program. This includes content for various media platforms, presentations, and collateral to effectively reach priority stakeholder audiences in digital and social channels.
- Recruit and manage additional staff for the program and participate in special programs, as needed.

### Key Competencies

- **Program Management:** Has the ability to effectively run programs; ensure timeliness and accuracy of deliverables, anticipate challenges, develop recommendations and brief managers accordingly, and report on achievements. Familiar with coordinating and working with cross-functional (stakeholder engagement, research, and implementation) teams and able to align key activities to achieve mutual objectives. Experience in the intersection of human rights and responsible supply chains is highly preferred.

- **Corporate Engagement and Recruitment:** Understand corporate working culture to mobilize their corporate social responsibility resources towards initiatives. Has existing relationships with corporates or the ability to develop new relationships and recruit corporates to participate in the program. Past experience in managing corporate membership programs is a plus.
- **Partnerships and Business Development:** Has experience in initiating and securing new partnerships to increase programs outcomes, with experience developing new business development strategies. Willing to do cold inquiries to raise awareness of the program either via emails or calls. Fundraising experience with a track record of securing funding from corporations is a plus.
- **Event Formulation and Management:** Has ability to design in-person convening agenda, identify appropriate participants, and manage the complete event management cycle. Has outstanding communication skills to influence and facilitate discussions to achieve set objectives of convenings. Where applicable, has the adaptability to organize and facilitate roundtables in a virtual setting.
- Understands how to communicate effectively across varying audiences and styles.
- Tenacious attention to detail and exceptional organizational skills.
- Comfortable operating in a fast-moving, ambiguous, and fluid environment with multiple stakeholders and with few established precedents or examples.
- Values intellectual rigor and transparency; willing to ask for help or admit what one does not know.

## Education

The ideal candidate will have a minimum of **6-8 years'** post college experience within relevant fields of human rights, global supply chains (e.g., apparel, agriculture, mining), labor, waste management and recycling, corporate social responsibility, international development, or related sectors. Nonprofit experience is preferred, but not essential.

## Location

Singapore (must be either Singaporean permanent resident or citizen), or remote from India, Indonesia, Thailand, the Philippines or Vietnam.

## To Apply

Please submit your resume and cover letter with the email subject line: "TCI Responsible Sourcing Program Manager 2022" to [hello@thecirculateinitiative.org](mailto:hello@thecirculateinitiative.org). Applications close on **October 15, 2022**.

Thank you for your interest in The Circulate Initiative and this role. Note that only shortlisted candidates will be contacted.

## About The Circulate Initiative

The Circulate Initiative is a non-profit organization committed to solving the ocean plastic pollution challenge by supporting the incubation of circular, inclusive, and investible waste management and recycling systems in South and Southeast Asia. We achieve this by collaborating with key stakeholders across the sector, and by producing insights to support and accelerate investment and scale across the value chain. For more information, please visit: <https://www.thecirculateinitiative.org/>.

The Circulate Initiative does not discriminate on the basis of race, color, religion, sex, national origin, age, citizenship status, disability, covered veteran or military status, sexual orientation, gender identity, or marital status. Applicants from any background are welcome.