

**JOB ANNOUNCEMENT**  
**Markets Transformation Manager**  
**Location: Seattle or Remote**

**POSITION SUMMARY**

Toxic-Free Future (TFF) is looking for a Markets Transformation Manager to join our team! The Markets Transformation Manager will play a leadership role in our Mind the Store program, getting major corporations and governments to adopt ground-breaking safer chemicals policies by carrying out research and developing recommendations for retailer policy actions, serving as the lead analyst on the annual Who's Minding the Store retailer report card, and meeting with corporate leaders in sustainability. The Manager will also work closely with our Executive Director and Science Director on Washington State policy, advocacy, and retailer actions to advance solutions that address toxic pollution threatening the health of people and the planet.

This position requires the ability to undertake technical research, analyze and propose improvements to retailer and government toxic chemical policies, and manage projects. The Markets Transformation Manager must be able to work collaboratively across the organization's teams and with coalition partners and have strong communication skills. The role also requires self-discipline, flexibility, creativity, a positive attitude, and the desire to support comprehensive campaigns that advance the organization's mission and goals.

**ABOUT TOXIC-FREE FUTURE**

Toxic-Free Future (TFF) is a national advocacy organization working to advance safer toxic-free products and prevent the use of harmful chemicals that result in pollution that harms human health and the environment. TFF believes everyone has a right to be healthy and live and work in toxic-free environments, especially disproportionately impacted Black, Indigenous, and people of color (BIPOC) communities, low-income communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed regulatory

systems, winning policy and market changes that protect the most vulnerable. We are a growing organization with a passionate, collaborative, and dedicated staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Technical and Policy Research**

- Serve as lead analyst on the annual [Who's Minding the Store? Retailer Report Card](#), including researching and analyzing the policies and practices of top retailers and managing contractors and partners conducting research on the report card.
- Identify major trends and opportunities for corporate improvements in alignment with our Mind the Store program and state and federal policy goals.
- Prepare information on toxic chemicals and alternatives for use in retail and policy advocacy campaigns.
- Lead meetings with corporate sustainability leaders to identify opportunities for improvements in their efforts to reduce their use of hazardous chemicals and adopt safer alternatives.
- Develop written policy, technical recommendations, and presentations for corporate sustainability leaders.
- Represent the organization in webinars, conferences, and other events as a speaker.
- Conduct literature reviews and analyze relevant research as necessary to advance strategic goals.
- Translate scientific research results into findings that are easy for retailers, decision makers, and the public to understand and use.
- Author and co-author reports, fact sheets, op-eds, and blog posts to clearly convey research results and other analysis.
- Support the policy team in researching, analyzing, and tracking toxics policies and safer solutions.

### **Policy and Advocacy**

- Conduct research and policy analysis to support bold implementation of the groundbreaking Safer Products for Washington program.
- Develop fact sheets and other materials for coalition partners and the public to use to advocate for legislative, market, and administrative action.
- Serve as a resource for policymakers and regulatory agencies on issues related to market and policy changes to achieve TFF's campaign goals.

- Research and analyze issues relevant to national and state campaigns and programs, review relevant professional materials and communications on a continuing basis, and provide analysis and serve as subject matter expert in the organization and to other organizations in our national network.

## **REQUIRED QUALIFICATIONS**

- Degree in environmental or public health, toxicology, chemistry, environmental studies, or equivalent.
- Demonstrated commitment to the mission and vision of Toxic-Free Future.
- Strong attention to detail with an understanding of broad strategic objectives.
- Ability to take initiative and work with limited supervision.
- Skill in analyzing complex issues, summarizing and drawing conclusions, making recommendations, and communicating to others in a clear way, including for lay audiences.
- Strong written, verbal, and presentation skills.
- Strong grasp of the fundamentals of corporate operations, sustainability actions, and public policy advocacy.
- Results-oriented, flexible, creative thinker able to work on a range of projects and meet deadlines.
- Ability to work independently but also as part of a team.
- Demonstrated comfort with technology, familiarity with computer databases and MS Office software, and ability to utilize online resources effectively.

## **EQUAL OPPORTUNITY EMPLOYMENT, EQUITY, AND INCLUSION**

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state, and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop, and retain the most talented people from a diverse candidate pool and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leave of absence, compensation, and training.

## **COMPENSATION**

This is a full time, exempt position. Starting salary is \$65,000 – \$85,000 annually. We also offer a generous benefits package including employer-paid medical, dental, and vision insurance; monthly wellness benefit; flexible spending account; paid vacation; 10 paid holidays per year; and a SIMPLE IRA retirement plan with an annual employer contribution.

## **TO APPLY**

Please email a resume and cover letter in pdf format to [jobs@toxicfreefuture.org](mailto:jobs@toxicfreefuture.org).

Please put Markets Transformation Manager in the subject line of the email and address the cover letter to Marlyn Twitchell, Deputy Director.

Interviews will be conducted on a rolling basis. The position is open until filled.

**TOXICFREEFUTURE.ORG**