



Job Opportunity:

Center for the Circular Economy Project Director

[Closed Loop Partners](#) is an investment platform that invests in sustainable consumer goods, recycling and the development of the circular economy. Investors include many of the world's largest consumer goods companies and family offices interested in investments that provide strong financial returns and tangible social impact. In 2018, CLP launched the [Center for the Circular Economy](#), a New York City-based hub for collaboration, R&D, investment and innovation to advance the transition from a linear take-make-waste economy to a circular economy in which materials are shared, re-used, and continuously cycled.

The Center for the Circular Economy seeks a highly-organized, New York City-based Project Director to lead multiple projects dedicated to advancing circular supply chains. The role reports to the Center's Executive Director. Projects will include pre-competitive collaborations with brand partners across multiple sectors, focusing on packaging, circular business models, and emerging technologies, and deploying tools including accelerators, matchmaking, and joint investment vehicles.

To apply, please submit your resume and cover letter [here](#).

Project Director general responsibilities include:

- Oversee and project manage high-profile and complex projects within diverse industry sectors touching upon every stage of the value chain, including design, manufacture, recovery, and commodification.
- Identify potential investment approaches within diverse project types.
- Support partnership outreach efforts.
- Serve as liaison with project partners including clients, consultants, and industry stakeholders.
- Draft multi-year project timelines and budgets and manage daily deadlines and tasks to ensure deliverables are executed on-time and at the highest quality.
- Create project communications plans, create agendas, lead stakeholder updates.
- Identify industry gaps and opportunities for research and business development.
- Plan and execute project-related stakeholder workshops, roundtables and events.
- Communicate with vendors and consultants to ensure timely and accurate issuing of contracts, invoices, and payments.
- Identify in-house and outsourced resource needs for diverse project types requiring advanced expertise in packaging, supply chain, and recycling.



- Represent the Center and Closed Loop Partners at industry speaking engagements and workshops.
- Participate in special projects as needed.

Qualifications:

- 5-10 years post-college experience within the relevant fields of sustainability, packaging, supply chain, recycling, chemistry, finance, CSR, or related sectors
- Experience working with senior level clients on high-profile projects
- Excellent diplomatic and communication skills
- Ability to learn new subject matter areas quickly across a broad portfolio
- Strong writing and editing skills and ability to draft concise and elegant PowerPoint presentations
- Strong organizational skills and attention to detail
- Strong critical and analytical skills
- Passion for sustainability, the circular economy, and recycling
- A dynamic, enthusiastic professional who can take both initiative and direction
- A team player who enjoys collaboration

To apply, please submit your resume and cover letter [here](#). Due to the volume of applications only qualified applicants will be contacted to schedule an interview. Please do not contact Closed Loop Partners staff to follow up on your application.