

**COMPOSITE PANEL ASSOCIATION  
EMPLOYEE JOB DESCRIPTION  
2018**

**Director, Product Acceptance**

The Composite Panel Association (CPA), founded in 1960, is a trade association representing the North American composite panel industry on regulatory, technical, standards, quality assurance, education and marketing-related issues. CPA is headquartered in Lansdowne, VA, and operates the International Testing and Certification Center (ITCC) in Leesburg, VA.

The Director of Product Acceptance is a newly created position to serve as a mid-level collaborative manager for industry technical affairs, product certification and laboratory testing functions of the Association. Expectations for this position include rapid growth to senior management that will include eventual oversight of the Grademark and lab programs and staff of the Association.

**Key Responsibilities**

- Serve as technical support for CPA's Production and Technical Committee and Decorative Surface Council projects lead by Technical Director.
- Manage annual production industry reporting programs (annual plant operating metrics and annual and monthly safety).
- Coordinate all elements of association participation in industry workforce initiatives (National Association of Manufacturers) and CPA's scholarship program (R.E.D. Education Foundation).
- Provide support to the Environmental and Public Affairs Committee (EPAC) and general advocacy support for various industry issues such as voluntary third party standards (e.g., LEED, GBI, BIFMA, KCMA, FloorScore), MACT, etc.
- Attend and actively participate in various industry trade shows (IWF, AWFS, USGBC Greenbuild , etc.) as part of CPA's exhibitor presence promoting the industry and Association
- Participate in CPA's Annual Spring and Fall Meetings.
- Provide technical support to CPA members and stakeholders.

**Future scope**

- Provide leadership and ensure effective communications and working relations between staff responsible for laboratory and certification programs.
- Knowledge of product certifications and building code requirements.
- Represents the industry by giving presentations at technical meetings, seminars, workshops and conferences (e.g. AWC and ANSI meetings, FPS conference, etc.).
- Ability to represent CPA and interact effectively with members, suppliers, and third parties (AF&PA, APA, AWC, FPIinnovations, ICC, etc.).

**Key Skills and Attributes**

- Ability to manage budgets, projects and people (foster teamwork and promote excellence).
- Exceptional verbal and written communication skills.
- Demonstrate leadership and diplomacy.

- Good business acumen and technical judgment.
- Command of higher level math and science.
- A working knowledge of Spanish a plus.

**CPA Common Core Responsibilities:**

- On-going overall support, implementation and execution of the Association's Strategic Plan.
- Ongoing member recruitment and promotion of member value.
- Provide highest-level of customer service, responsiveness and proactive engagement in serving and retaining the membership.
- Support and participate in a collaborative team-focused staff.
- Foster a positive and energetic workplace culture.
- Uphold the highest degree of ethical standards using good judgment to maintain the integrity of the organization.
- Support fiscal responsibility to help maintain overall financial health and longevity of the association.

**Education**

Bachelor of Science degree required. Forest Products, Wood Science or related field preferred.

**Experience**

- 3-5+ years of previous mid-level management experience or equivalent combination of education and experience that demonstrates the ability to perform the key responsibilities of the position.

**Work Environment**

- Combination of CPA office, laboratory and member manufacturing settings to fully learn the industry and scope of the position.
- Up to 25% travel.
- CPA offers competitive salaries and comprehensive benefits health and 401(k) program.

**Organization Description**

CPA members represent the North American composite panel industry on regulatory, technical, standards, quality assurance, education and marketing-related issues. CPA is headquartered in Lansdowne, VA, operates the International Testing and Certification Center (ITCC) in Leesburg, VA.

CPA general members include 29 of the leading manufacturers of particleboard, medium density fiberboard and hardboard, which together represent nearly 95% of the total composite panel manufacturing capacity in North America. CPA also brings together the complete industry value chain through its nearly 140 associate members, which include manufacturers of decorative surfaces, furniture, cabinets, doors and mouldings, as well as laminators, distributors and equipment and adhesive suppliers.

As an accredited standards developer, CPA writes and publishes all industry product standards and participates in the codes and standards work of others, including government agencies and code bodies. The association is internationally recognized for its product testing and leading edge third-party certification programs, including the Eco-Certified Composite™ (ECC) Sustainability Standard for composite wood panels and finished products. CPA also collects and publishes monthly and annual industry performance data, and produces technical bulletins and marketing-related publications to inform key audiences about the attributes of industry products. The ITCC offers fully accredited independent third-party testing and certification services for composite product panel producers and other clients throughout North America.

Send resume, salary history and cover letter to [cpaemployment@cpamail.org](mailto:cpaemployment@cpamail.org). The Composite Panel Association is an Equal Opportunity Employer.