



Executive Director Job Announcement

Recycle Colorado is seeking a passionate, self-motivated, experienced, growth-minded professional to lead Recycle Colorado as we continue to build our presence across the state and into a national leader in recycling and waste reduction.

About Us

Recycle Colorado is a registered 501(c)(3) nonprofit organization, an action-oriented and member-driven organization that works on projects that are tangible, actionable, and measurable related to infrastructure and end markets for material recovery, reuse, and manufacturing. Our work advances both local and state policies that support waste diversion practices and keeping valuable resources out of landfills. We are supported by membership from across the State of Colorado, including manufacturers, waste haulers, recyclers, local governments, nonprofits, businesses, and individuals. The annual operating budget for Recycle Colorado is approximately \$300,000. Revenue is derived through membership dues, a variety of sponsorship opportunities, and program fees.

Position Description

The Executive Director is the key management leader of Recycle Colorado and is responsible for overseeing the administration, budget, staff, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

Duties of the position include:

Board Governance: Works on behalf of the Board of Directors to fulfill the organization's mission.

Fiscal Management: Develop and manage resources sufficient to ensure the financial health of the organization.

Fundraising and Membership: Responsible for fundraising and developing other resources necessary to support Recycle Colorado's mission.

Organization Mission, Vision and Strategy: Works with the Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

Organization Operations: Oversees and implements appropriate resources to ensure that the organization operates as expected and ensures compliance with all Federal, State and local laws for a 501(c)(3).

Staff Leadership: The Executive Director oversees staff and contracts with external accountants and lobbyists.

Our next leader will have:

- Strong experience in fundraising, membership management, grant writing and other development strategies



- Budget management skills, including budget preparation, analysis, and reporting
- Strong Organizational abilities
- Excellent written and oral communication skills, including public speaking
- Excels at consensus based decision making
- Comprehensive understanding of the technical aspects of waste and recycling industry
- Experience in policy engagement and development and advocacy
- Experience and ability to plan events and conferences
- Ability to inspire staff, board members, and other volunteers
- Self-starter and goal-driven
- Transparent and exemplifies high-integrity leadership
- Works well independently and on a team
- Demonstrates professionalism

Education and Experience

- Undergraduate degree or equivalent experience
 - Calculated at two years of experience for each year of degree
- Five years of leadership experience
- Recycling / waste reduction industry experience is preferred

Compensation

Competitive/commensurate with experience and other qualifications. Recycle Colorado will offer the successful candidate a competitive compensation and benefits package, including a flexible work schedule, SEP retirement saving plans, health insurance stipend, generous holiday/paid-time-off policy, and annual bonus potential. Travel in personal vehicle is expected with mileage reimbursement. Salary range is \$75,000-\$95,000 - DOQ

Deadline: February 25, 2022

Email cover letter and resume to admin@recyclecolorado.org Applications must be received 5:00 pm Friday February 25, 2022.

Our Vision- To transform Colorado into a national leader in waste reduction, recovery, and diversion.

Our Mission-To advance infrastructure, end markets, and state and local policies in waste reduction, recovery, and diversion.

www.recyclecolorado.org

Recycle Colorado firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, sexual orientation, veteran status, or any other protected category pursuant to applicable federal, state, or local law.