



Executive Director Job Description

Recycle Colorado is seeking a passionate, self-motivated, experienced professional to lead Recycle Colorado as we continue to grow 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 to achieve our mission of advancing infrastructure, end markets, and state and local policies in waste reduction, recovery, and diversion. 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 \$350,000. Revenue is derived through membership dues, a variety of sponsorship opportunities, and program fees.

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

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, collaboration, advocacy, and community outreach.

Responsibilities of the position include:

Board Governance: Works in partnership with the Board of Directors to fulfill the organization's mission and ensure adherence to its organizational by-laws, policies, and strategic guidelines.

Fiscal Management: Manages systems to ensure the financial health of the organization in the near and long term.

Fundraising and Membership: Leads fundraising and developing efforts to expand resources necessary to support Recycle Colorado's mission in partnership with the board and our members.

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 membership relations.

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).

Summit & Event Planning: Leads planning and execution of the annual Summit and other events, ensuring high-quality programming and strong member engagement.

Leadership: Contracts with external partners and vendors. Supports staff, board and volunteers.

Travel and Engagement: Travels throughout the state to support waste diversion initiatives and maintain strong member relationships. Works from home but must have the ability to travel frequently to the Front Range, including the Capital, and occasionally to Greater Colorado.

Our next leader will have:

- Residency in Colorado with a strong understanding of Colorado's unique geographic and industry challenges regarding materials management



- Experience in fundraising, membership management, grant writing and other development strategies
- Budget management skills, including budget preparation, analysis, and reporting
- Excellent communication skills (written and oral) to represent Recycle Colorado at events, in meetings, and interactions with elected officials
- Demonstrated skills in building consensus and guiding diverse stakeholders toward collaborative, mission-driven solutions
- Comprehensive understanding of the technical aspects of waste and recycling industry
- Experience in policy engagement and development and advocacy
- Ability to effectively manage staff and volunteers.
- Self motivation and goal-driven
- Leadership style that is transparent and exemplifies integrity
- Capacity to work well independently and on a team

Education and Experience

- Undergraduate degree or equivalent experience
- Minimum of five years of leadership experience
- Recycling/waste reduction industry experience is preferred
- Policymaking 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:

- Flexible work schedule with paid time off and all Colorado State holidays recognized
- Remote work resources and health insurance stipend
- Potential for an annual bonus

Travel in a personal vehicle is expected with mileage reimbursement. Starting salary range offered is \$85,000-\$105,000 - dependent on qualifications.

Deadline to apply is April 14th

Email cover letter and resume to info@recyclecolorado.org. Applications must be received 8:00 am Monday, April 14th, 2025. If you have any questions, please contact our board president, Melissa Kirr, at president@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.