



National Recycling Coalition

Employment Opportunity: Executive Director

June 1, 2017

The National Recycling Coalition (NRC) is a nonprofit 501(c)3 organization established in 1978 in New York State. The Mission of the NRC is to partner with and facilitate activities between and among non-profit organizations (NGOs), businesses, trade associations, individuals and government to maintain a prosperous and productive American recycling system that is committed to the conservation of natural resources.

Position: Executive Director
Contract Terms: \$25,000 for six months plus up to \$10,000 for travel/expenses (subject to availability of funds, with potential for renewal/extension thereafter)
Closing Date: None—the search will continue until filled

NRC seeks a highly effective communicator and strategic thinker with dynamic leadership skills to fill the role of an Executive Director. This person will demonstrate a strong analytical, multi-tasking, and organizational ability to oversee multiple programs and events within the NRC while providing strong management skills with the ability to offer vision, plan, and problem solve creatively.

General Overview

The general purpose of the Executive Director role is the successful leadership, overall management, financial planning, marketing and operation of the NRC while ensuring compliance with Board directives and applicable state and federal requirements for 501(c)3 non-profit organizations. Under the direction of the NRC President and Board of Directors, the Executive Director will be responsible for the financial sustainability and growth of the organization by maintaining and growing funding sources, creating strategic partnerships, implementing policies developed by the Board of Directors, procedures, and a strategic plan as well as leading educational and community events to provide opportunities and support for recycling efforts in the United States consistent with the mission of the organization.

NRC is in a rebuilding mode. Although the organization has 39 years of experience, NRC has been a primarily volunteer-led organization for the past eight years, with some limited support from contract staff members from Syracuse University (NY). The addition of an Executive Director is part of a major rebuilding effort of the organization with a goal to re-establish itself as a leading voice for recycling in the nation, and to support partner organizations such as recycling organizations at the state and regional levels.

Essential Duties and Responsibilities

Near-Term:

- Directs and participates in fundraising;
- Maintains contact with affiliates, partners, and other regional, state, and local organizations;
- Develops and supervises an effective program of membership development and membership services; and
- Maintains appropriate relationships with other organizations, industries, governments, and vendors to enhance NRC's image and attain its objectives.

Longer-Term:

- Assists in the planning and directs the implementation of policies and programs and day-to-day management of the NRC;
- Plans and coordinates meetings of the Board of Directors and Executive Committee as well as assisting other NRC committees, work groups, and task forces;
- Oversees the development of NRC's annual work plan and budget for review and approval by the Board;
- Maintains effective internal and external public relations and communications;
- Serves as principal spokesperson of the association in conjunction with the President;
- Maintains an effective advocacy program to represent the interests of the Coalition membership to government bodies as appropriate;
- Ensures the legal integrity of the organization;
- Manages the finances of the organization, including the preparation of an annual budget and cash flow management;
- Keeps the Board regularly apprised of the status of NRC's organizational and financial status, along with its progress in fulfilling the annual work-plan and longer term strategic plan; and
- Recruits, hires, and manages staff, and administers an effective personnel program, which includes position descriptions, performance standards, performance appraisals, and a compensation system.

Preferred Qualifications

- Bachelor's degree or higher in Business Management, Finance, Organizational Development, Environmental Studies or related field, or equivalent;
- Computer proficiency and experience using Word, Excel, PowerPoint, QuickBooks, social media, Web content management systems and the ability to learn and use other software that is used by the NRC;
- Previous experience in fundraising and grant writing, and an understanding of the roles each play in a non-profit organization;
- Knowledge and experience in the areas of human resources management, financial and operational management, project management, and organizational and program development;
- Strong leadership skills with the ability to motivate and foster relationships;
- Exceptional interpersonal, customer service; and organizational skills; and
- Self-motivated and disciplined, with the ability to think strategically and proactively problem solve.

Additional Position Information

Travel is required with the Executive Director role to attend meetings, conferences, trainings, and other events as required.

Application Instructions

Cover letters, resumes, references, and inquiries are accepted electronically only. Correspondence should be directed to Mark Lichtenstein, NRC Executive Director Search Committee Chair at malichte@me.com. For questions, call (202) 618-2107.