



## National Recycling Coalition

### **Employment Opportunity: Executive Director**

*The National Recycling Coalition (NRC) is a nonprofit 501(c)3 organization established in 1978 in New York State. NRC serves its members by developing and sharing best practices and policies that support sustainable materials management and the transformation to a circular economy.*

**Position:** Executive Director

**Contract Terms:** The Executive Director will generate the revenue necessary for NRC to employ the Executive Director. To achieve this, NRC is open to candidates proposing how to structure compensation and incentives. For example, this could include a monthly compensation adjusted by the total amount of current assets (as determined by the cash balance, accounts receivable, and contractually committed funds for the next month).

**Closing Date:** **October 31, 2024** (the NRC reserves the right to re-open the search after this date if needed)

NRC seeks a highly effective communicator and strategic thinker with dynamic leadership skills to fill the Executive Director role. 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 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 46 years of experience, NRC has been a primarily volunteer-led organization for the past six years, with some limited support from contract staff members. The addition of an Executive Director is part of a significant rebuilding effort of the organization to re-establish itself as a leading voice for the 3Rs 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. Maintains appropriate relationships with other organizations, industries, governments, and vendors to enhance NRC's image and attain its objectives.

### **Longer-Term:**

- Assists in planning, and directs implementing, policies and programs and day-to-day management of the NRC.
- Plans and coordinates Board of Directors and Executive Committee meetings and assists 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 organization's finances, including preparing an annual budget and cash flow management.
- Regularly appraises the board of NRC's organizational and financial status and progress in fulfilling the annual Work Plan and longer-term Strategic Plan.
- 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.
- Expertise in policies, programs, and infrastructure for waste prevention, reuse, recycling, composting, and market development.
- 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 the NRC uses.
- Previous experience in fundraising and grant writing and an understanding of the roles each plays in a non-profit organization.
- Knowledge and experience in 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.
- Self-motivated and disciplined, able to think strategically and proactively problem solve.

### **Non-Discrimination, Diversity, Equity and Inclusion**

NRC 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 according to applicable federal, state, or local law. One of the NRC Strategic Plan Goals is to advocate for justice, equity, diversity, and inclusion by ensuring that the practices and policies developed and shared as a result of our efforts epitomize a commitment to justice, equity, diversity, and inclusion.

### **Additional Position Information**

This remote position can be based anywhere in the United States. The Executive Director role may require travel to attend meetings, conferences, training, and other events.

### **Application Instructions**

Cover letters, resumes, references (2), and inquiries will be accepted electronically only. Correspondence should be directed to **Lisa McDaniel**, NRC Executive Director Search Committee, at [lisa.kay.mcdaniel@gmail.com](mailto:lisa.kay.mcdaniel@gmail.com). For questions, call **913-213-8525**.

### **Interview Dates**

Please set aside time to be interviewed on November 12 from 1–5 pm EDT.

### **Intended Start Date**

December 1, 2024