



Executive Director Position Description

FLSA: Exempt

STATUS: Full-Time

REPORTS TO: WasteCap Resource Solutions Board of Directors

WasteCap Resource Solutions is a nonprofit organization whose mission is to provide waste reduction and recycling assistance for the benefit of business and the environment. WasteCap serves all businesses, but focuses our attention where we can achieve a significant waste reduction impact: construction and demolition debris, facility operations, deconstruction, and emerging industries.

The Executive Director of WasteCap is responsible for fulfilling the mission of the organization, ensuring the implementation of the organization's strategic plan, and is responsible for all its operations as defined and delegated by the Board of Directors.

- Update the strategic plan with the Board of Directors
 - Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Secure funds for continuing organization's success, including: business contract development, proposal writing, memberships and grant writing.
- Maintain and seek positive relationships with present and potential funders.
 - Develop and implement fundraising plans which provide a diverse source of funds. Ensure that adequate funds are available to permit the organization to carry out its work.
 - Write and secure grants for WasteCap programs from state and federal agencies.
 - Establish relationships and solicit funds.
 - Solicit sponsorships and memberships from mailing list.
 - Increase mailing list with new names and sponsorship potentials on a quarterly basis.
- Maintain and enhance WasteCap services, including: Construction Waste Management Services, Construction & Demolition Recycling Training, Waste Assessments, events, direct services, web page, and monthly email bulletin.
 - Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
 - Ensure continuous improvement in all of WasteCap's services, and ensure that all clients are receiving excellent service and all promised services
 - Provide timely response to email and telephone inquiries by customers.
- Oversee the organization's functions, including: budgets, employee payroll records, taxes, grants, database, and board meetings.
 - Be responsible for developing and maintaining sound financial practices.
 - Preparing a budget; see that the organization operates within budget guidelines.
 - Ensure grants are executed appropriately.
 - Maintain official records while ensuring compliance with federal, state and local regulations
 - Ensure tax records are maintained and prepared for the accountant/auditor.
 - Maintain and update contacts database monthly.
 - Maintain a working knowledge of significant developments and trends in recycling.
 - Organize and prepare for WasteCap Board meetings (six per year).

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers
 - Supervise and direct staff in the performances of their duties.
 - Hire and oversee consultants as needed.
 - Ensure that employee relations and functions are in compliance with all governmental regulations and WasteCap's personnel policy, i.e. affirmative action, workman's compensation.
 - Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

- Market WasteCap through presentations, in person contact, and partnerships with the business community and waste reduction and recycling organizations.
 - See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
 - Give presentations at trade association meetings and conferences. (minimum two per year)
 - Network with organizations and trade associations through in person meetings (minimum four per year)
 - Ensure newsletter articles for trade associations' and waste reduction related organizations' newsletters (minimum four per year).
 - Ensure press releases are sent out when appropriate and keep in contact with area media contacts including television, radio, newspaper and magazine contacts.
 - Continually solicit new WasteCap participants through marketing efforts such as direct mail, presentations, in person contact, telephone contact and written materials.

KNOWLEDGE AND SKILL REQUIREMENTS

- Experience growing a business preferred
- Passion for transforming waste into resources a must
- Strong professional business and/or environmental background
- Bachelor's degree (Master's degree preferred) in business, nonprofit management, or environmental studies
- Staff management experience
- Proven ability and experience in fundraising and development
- Financial management experience including budget preparation and monitoring
- Demonstrated ability to work effectively with a variety of publics, including business and governmental leaders
- Proven public speaking and written communications skills
- Excellent organizational skills
- Knowledge and/or background in the built industry a plus
- Demonstrated ability to juggle multiple competing tasks and demands, solve problems, contribute to and work as part of a team, and do "whatever it takes" to get the job done
- Must possess and maintain a valid driver's license and a satisfactory driving record

COMPENSATION

Competitive salary, plus benefits available after a three month probationary period. Benefits include health insurance reimbursement, IRA contributions, generous paid time off, and flexible hours.

APPLY: Send cover letter and resume by email or mail to:

Rob Schaefer (Business Manager) business@wastecap.org

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