



Executive Director Job Description

About Us

Recycle Colorado (formerly Colorado Association for Recycling) is a registered 501(c)(3) nonprofit organization. We are 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. We also work to advance both local and state policies that support waste diversion practices and keeping valuable material resources out of our landfills.

Recycle Colorado is comprised of more than 330 members from across the State of Colorado, including manufacturers, waste haulers, recyclers, local governments, other nonprofits, businesses, and individuals. In addition to the Executive Director, Recycle Colorado employs a part-time Associate Executive Director and two full-time temporary staff (Senior Director and Program Director) and contracts with an external accountant and lobbyist. The annual operating budget for Recycle Colorado is approximately \$300,000. Revenue is derived from membership dues, a variety of sponsorship opportunities, and program fees.

For more information about Recycle Colorado, please refer to our website:
www.recyclecolorado.org

Vision

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

Mission

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

Position Description

The Executive Director is the key management leader of Recycle Colorado. The Executive Director is responsible for overseeing the administration, budget, staff, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors, but the primary contact will be the Board President.

Essential Duties

1. **Board Governance:** Works with the Board of Directors to fulfill the organization's mission.
 - Lead Recycle Colorado in a manner that supports and guides the organization's mission as defined by the Board of Directors.



- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Fiscal Management:** Develop and manage resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of Recycle Colorado, to include submission to the Board of Directors a proposed annual budget and monthly financial statements and projections, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Ensure that federal and state required tax reports, regulatory reports, and tax returns are filed accurately and on a timely basis.
 - Manage all contractual matters on behalf of the Board with external service providers (i.e. accountant, lobbyist, web services, etc.).
3. **Fundraising and Membership:** Responsible for fundraising and developing other resources necessary to support Recycle Colorado's mission.
- Proactively identify and solicit partnerships, as well as grant funding.
 - Maintain strong relationships with existing partners and develop additional sponsorship strategies.
 - Serve as the primary liaison with members across Colorado and develop effective strategies to retain and expand the membership base consistent with the strategic plan.
 - Serve as Recycle Colorado's primary spokesperson to the media, the general public, and the organization's constituents including from rural areas and across all industry sectors.
4. **Organization Mission and Strategy:** Works with the Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Responsible for implementation of Recycle Colorado's programs that carry out the organization's mission (i.e., the Summit for Recycling, Annual Meeting, policy, round tables, etc.).
 - Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Recycle Colorado's mission.
 - In collaboration with the Board, develop a multi-year approach to continue to grow the organization's membership and revenue while maintaining its value proposition.
 - Responsible for strategic planning to ensure that Recycle Colorado can successfully fulfill its mission into the future.
 - Lead the evaluation process for the strategic plan, design key metrics, recommend needed technology enhancements and financial systems.



- Develop an annual work plan and budget that provides key benchmarks for achieving the objectives spelled out in the five-year strategic plan.
- Develop programs, partnerships, and finances that support the implementation of the strategic plan.

5. Organization Operations: Oversees and implements appropriate resources to ensure that the organization operates as expected.

- Responsible for the hiring and retention of competent, qualified staff. Conduct performance reviews, address review issues, and address salary changes in annual budget as appropriate.
- Responsible for overseeing and implementing with staff significant programs and events such as the annual Summit for Recycling conference, annual meeting, and round tables.
- Responsible for building relationships and engaging internal and external stakeholders and building relationships to address state policy issues through the organization's Policy Committee. External stakeholders to include organizations such as Colorado Counties Incorporated, Colorado Municipal League and local and state regulatory staff and elected officials.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.
- Responsible for establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Responsible for establishing employment and administrative policies and standard operating procedures for all functions and for the day-to-day operations.
- Responsible for effective administration of Recycle Colorado operations and other duties as assigned by the Board of Directors.

6. Staff Leadership:

- The Executive Director oversees a part-time Associate Executive Director, two full-time temporary staff (Senior Director and Program Director) and contracts with an external accountant and lobbyist.
- Coaches and mentors staff. Champions continuous improvement, including devising new strategies and opportunities. Leads staff development initiatives that include training and succession planning.
- Fosters an atmosphere of innovation and collaboration in order to challenge the organization to think creatively, especially as it relates to positive member and partner experience opportunities.
- Provides staff with clear direction, motivation, and empowerment.

Technical Job Skills Desired

- Knowledge and experience in fundraising techniques, particularly major gift fundraising, partnership development, and acquisition of new sources of financial support.
- Budget management skills, including budget preparation, analysis, decision-making, and reporting.



- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Ability to convey a vision of Recycle Colorado's strategic plan to staff, board, volunteers, and stakeholders.
- Strong written and oral communication skills, including public speaking.
- Ability to facilitate a decision-making process for stakeholder groups.
- Understanding technical aspects of waste and recycling industry.
- Ability to coordinate professional fundraising opportunities.

Non-Technical Job Skills Desired

- Motivate staff, board members, and other volunteers
- Desire to get out of the office and build external relationships.
- Be a "self-starter" and goal-driven to initiate potential member and partner visits and fundraising calls.
- Transparent and high-integrity leadership.
- Service oriented, positive attitude, and helpful.
- Trustworthy, adheres to ethics & regulations.
- Collaborative, team oriented, interacts respectfully.
- Productive, takes initiative, meets deadlines, achieves results.
- Safe and manages risks to minimize incidents.
- Build effective working relationships with co-workers, and communicate and collaborate with contractors, vendors and customers.
- Critically analyze operations and performance and implement effective responses.
- Anticipate possible problems and consequences of situations and make decisions or take necessary steps to solve problems.
- Adhere to applicable standards, protocols and operating plans.
- Demonstrate a general curiosity about the job, and conduct research and technology reviews, and share information.
- Work independently and on a team.
- Assist with training new employees.
- Critically analyze operations and make suggestions for improvements.
- Demonstrate professionalism, particularly when working around the public and take initiative to complete work safely.

Education and Experience

- Undergraduate degree or equivalent experience (calculated at two years of experience for each year of degree).
- Five years of leadership experience.
- 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, a SEP retirement saving plans, a health insurance stipend, a generous holiday/paid-time-off policy, and annual bonus potential. While Recycle Colorado maintains an office in Denver, it is not required that the Executive Director work in the office full time. Travel in personal vehicle is expected with mileage reimbursement. Salary range (excluding bonus) is \$60,000-\$80,000.

Non-Discrimination

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.

To Apply

Email cover letter and resume to info@recyclecolorado.org. Applications must be received by close of business Friday, August 2.