



Methow Recycles inspires and facilitates resource conservation through recycling, waste prevention, and materials reuse in the Methow Valley.

Methow Recycles Executive Director Job Description

The Executive Director (ED) is responsible for driving Methow Recycles' mission through organizational leadership, fundraising efforts, staff, program, and financial management. The ED embodies the values of the organization at all times and serves as the voice of Methow Recycles in community affairs. The ED position is a full-time, exempt position reporting to the Methow Recycles Board of Directors while working with and supervising Methow Recycles staff. The ED is responsible for the following core duties:

Organizational Leadership

- Foster a creative and positive work culture;
- Provide leadership for strategic planning and long-term organizational development;
- Facilitate informed decision-making on the part of the board of directors;
- Provide sound financial management and reporting;
- Assist with board member recruitment, development, and retention;
- Collaborate effectively with other community organizations, local government, and business leaders throughout the Methow Valley.

Fund Development

- Lead all fundraising efforts, including goal setting, creation of workplans, and development of annual appeal letters;
- Maintain strong donor relationships at every level of giving;
- Research and write grants to fund the work of Methow Recycles;
- Inspire all in the organization to embrace their role in fundraising.

Management

- Hire, manage, and retain qualified staff of 3 – 5 employees at 3-4 FTE;
- Provide opportunities for staff and volunteer education and development;
- Maintain job descriptions for all positions, evaluate job performances at least annually, and ensure compliance with federal and state human-resource requirements;
- Oversee development and implementation of policies and programs to ensure the safety of staff, volunteers and customers;
- Oversee development and implementation of policies and programs supporting physical plant operations, maintenance, and improvement;
- Prepare and maintain succession plans for executive director and program managers.

Budget and Finance

- Develop an annual budget and manage the finances of Methow Recycles in alignment with the approved budget;
- Oversee the bookkeeper responsible for day-to-day financial administrative functions;
- Coordinate preparation of annual 990 tax report with tax accountant;
- Share financial expertise with the finance committee. Prepare financial reports for the finance committee and the Board;
- Support the Board of Directors in fulfilling its fiduciary responsibilities.

Program Development

- Guide staff and board with program growth and development to further our mission, benefiting our schools and entire community.
- Ensure program policies and standard practices are developed, documented and consistently observed by staff and volunteers;
- Ensure all programs are appropriately staffed, safely delivered and routinely evaluated;
- Maintain a working knowledge of significant developments and trends in the field of waste prevention and recycling, including relevant legislation.

Communications

- Develop an annual communications plan to educate and inspire our supporters, participants, and the larger community;
- Ensure a consistent, professional voice of the organization;
- Enthusiastically promote a wide spectrum of involvement in our work;
- Represent the organization at public events as necessary.

Qualifications

Required

- Leadership, supervisory, and organizational skills demonstrated through at least five years of prior management or business-ownership experience;
- Five or more years of fundraising experience. Demonstrated knowledge of best-practice fundraising through individual donor relationships and grant-writing;
- Excellent communications skills including an aptitude for public speaking and demonstrated writing and listening skills;
- Proficiency with QuickBooks, Microsoft Office applications, email marketing programs, and donor management software;
- Thorough understanding of and ability to generate financial statements and reports;
- At least three-years staff or five-years board member experience in the non-profit sector.

Desired

- Willing and able to assist staff at the center if needed. Such work may require frequent standing, walking, sitting, climbing, bending, and twisting. It may also require frequently lifting, lowering, pushing, and pulling up to 50 lbs.

Compensation Package

- Annual salary of \$62,000-72,000, DOE. Benefits include health insurance, paid vacation, and sick leave.

To apply for this position:

- Please send a written statement addressing the questions below, along with a cover letter, resume, and three references who can attest to your qualifications for this position to:

apply@methowrecycles.org or Methow Recycles, PO Box 1057, Twisp, WA, 98856.

No phone calls, please.

The position will remain open until filled with first review of applications January 20, 2021.

Please address the following in your written statement:

1. What are your thoughts about recycling and waste prevention?
2. What specifically interests you about working for Methow Recycles?
3. What is your leadership style and experience in a leadership role?
4. Describe your fundraising experience. Include major-donor cultivation / gifts, other donations, events, and grants in relation to program needs.
5. Describe your experience in business management, including responsibilities for budget, reports, staff, and customers.
6. Given what you know about this position and Methow Recycles, what in your experience makes you most likely to succeed in it?
7. We understand that candidates may not have full proficiency in all requested qualifications. Are there any job description details listed in this application with which you are unfamiliar or could use further training?
8. What else should we know about you?