

## **Methow Recycles Executive Director Job Description - Revised 03/19/2013**

### **Position Description**

The Executive Director is the Chief Executive Officer of Methow Recycles and is jointly responsible, along with the Board of Directors (Board), for the organization's consistent achievement of its mission and financial objectives. The Executive Director reports to the Board. The Board expects the Executive Director to maintain Methow Recycles' presence as a responsible, positive, and desirable member of the community.

### **Duties**

#### **Organizational Development:**

- Assure that Methow Recycles has a long-range strategy to achieve its mission, and make consistent and timely progress toward implementation of this strategy.
- Participate in Board meetings.
- Assist in Board member recruitment, development, and retention to ensure stable and sound governance for the organization.
- Develop, with Board and staff input, organizational plans, and carry out these plans and policies as authorized by the Board.
- Keep Board fully informed on the financial and organizational health of Methow Recycles and important factors influencing its operations.
- Create and maintain sound working relationships and strategic alliances with other public and private organizations to further the mission of Methow Recycles.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Negotiate contracts, leases, and any other legal documents on behalf of Methow Recycles.
- Jointly, with designated Board representative(s), conduct official correspondence of Methow Recycles and execute the organization's legal documents.

#### **Budget and Finance:**

- Adhere to sound financial practices and Methow Recycles' financial policies.
- Develop an annual budget for Board approval and manage the finances of the organization to the approved budget.
- Perform all financial administration including accounts receivable, accounts payable, payroll, and tax reporting.
- Participate in the Board Finance Committee and provide financial reports to both the Committee and the Board.

#### **Fund Development:**

- Lead organizational fundraising plans and activities.
- Achieve stated organizational goals for annual income achieved through donations and grants, tipping fees, and product sales.
- Develop sustainable and diverse sources of funding for general operations and projects.
- Cultivate and maintain strong donor relationships.

**Program Development:**

- Lead planning and execution of education, outreach, and marketing activities.
- Provide leadership in developing program and financial plans with the Board and staff, and carry out these plans and policies as authorized by the Board.
- Ensure that program policies and standard practices are developed, clearly documented, and consistently observed by staff and volunteers.
- Direct and serve as project lead for programs under development involving new materials, processes, and partnerships.
- Ensure that all programs are appropriately staffed, safely delivered, executed within budget, and evaluated after completion.
- Maintain a working knowledge of significant developments and trends in the field of recycling, waste prevention, and materials reuse.
- Maintain competency to perform other staff roles, as needed, to ensure consistent operations.

**Internal Management:**

- Provide overall management of both paid and volunteer personnel, including recruitment, hiring, release, and other personnel actions.
- Maintain current job descriptions for all positions, evaluate job performance, and comply with federal and state human resource requirements.
- Keep employees fully informed on the financial and organizational health of Methow Recycles and important factors influencing its operations.
- Prepare and maintain a succession plan for the Executive Director and Plant Manager positions.
- Provide leadership and support for employees and volunteers, including development and education.
- Attract, retain, and motivate paid and volunteer staff members who are committed to the success of Methow Recycles.
- Develop policies and programs to ensure the safety of staff, volunteers, and customers.
- Develop policies and programs for physical plant operations, maintenance, and improvement, including equipment maintenance and replacement schedules.

**Work Hours and Compensation**

The level of effort for this position is 0.25–0.75 full-time equivalent (FTE), depending on annual work plan and budget approved by the Board. Compensation, set by the Board annually, reflects scope and scale of the annual work plan, tenure with organization, skills, and experience.

**Physical Setting**

This position requires spending time in non-climate-controlled environments; performing a variety of physical activities including, but not limited to, standing, walking, climbing stairs, kneeling, bending, stooping, crouching, reaching, pulling, and carrying or moving objects weighing more than 35 pounds; and operating facility equipment such as baler, forklift, and front-end loader.