



Executive Director Position Description

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

Methow Recycles is a proven leader in recycling and waste reduction in rural North Central Washington. We are seeking an executive director with a passion for our mission and the capacity to advance our ambitious vision for the future of recycling and waste reduction, and the development of a circular economy in the Methow Valley and beyond.

Methow Recycles Today and Tomorrow

Methow Recycles inspires and facilitates resource conservation through recycling, waste prevention and materials reuse in the Methow Valley. Our story began in the late 1990s with efforts from local volunteers to bring easier and more comprehensive recycling to the Methow Valley. Public-private partnerships were formed, staff was hired, and the organization was born. Today, although we have a strong staff of six, volunteer and community involvement continues to be integral to our organization. On any given day, volunteers assist at our recycling center, help with special events, and serve as board or committee members.

The opportunity to lead our organization comes at a very exciting time for rural recycling and waste reduction.

Until now, recycling in the Methow Valley has been achieved either through “self-haul” where community members drop off recycling at Methow Recycles’ facility in Twisp, or through a private curbside service paid by consumers to our local garbage hauler. Recently-introduced legislation known as the “ReWRAP Act” would standardize curbside recycling services as a utility in rural places like the Methow Valley. If the new law passes it will shift responsibility for recycling of packaging materials away from consumers and instead onto producers. The intent would be to optimize the producer’s material packaging choices and practices to promote easier and more economical recycling.

This shift will change the role of Methow Recycles in profound but unknown ways. Even as that new direction is evolving, we are taking steps to define our future role in our community. We anticipate that our recycling program will continue to thrive in some form as a local and regional model. We are also expanding our focus on waste reduction education, and programs that support the principles of a [circular economy](#), where materials and products are kept in circulation for as long possible. Current efforts include a “Repair Café”, a materials reuse store, a share library, large-event recycling and waste consulting, and education for people of all ages. We are also researching, piloting, and/or partnering on

initiatives aimed at creating economic and waste reduction benefits through construction/demolition salvage, composting, and other strategies. You can learn more about our strategic direction in our [Strategic Plan 2022-2024](#). We are also in the early stages of a strategic plan update, and we hope that our new executive director will be on board in time to participate in the planning process.

The Methow Valley

The Methow Valley is unique with its rural character, opportunity for recreation, and a warm, generous community. Although geographically isolated, it lends itself to a peaceful coexistence with nature along with a quiet and relaxing lifestyle. We are a community that supports each other and cares for the land we are lucky to live on.

The concepts of a circular economy are becoming a way of life in this valley with community participation in reuse, repair and share. Our beautiful, rugged mountains and peaceful valley thank us for our dedication to preserving this way of life.

Our Next Executive Director

Overview

Methow Recycles seeks an executive director with a passion for resource conservation and the principles of circular economy, and the proven ability to chart a course to success during a time of change. Our new leader will mobilize volunteers, staff, partners, and the community to both maintain our well-oiled recycling program, and simultaneously develop concrete financial, political, partnership, and communications strategies to bring our long-term vision into reality.

Core Accountabilities

- **Organization leadership:** The executive director is the key person working with the board of directors to execute the vision and strategy for Methow Recycles, with overall responsibility for the finances, programs, operations, and staffing of the organization.
- **External relationships:** Form and maintain fruitful relationships with partners, donors, elected officials and others from throughout our community and beyond while navigating sensitive political and economic spheres.
- **Finance:** Ensure fiscal accountability. Plan for the financial future of our operations by developing and updating business plans for all Methow Recycles programs including recycling, circular economy, and education programs.
- **Fundraising:** Work with the Communications Manager in securing resources through grants and donations.
- **Management:** Support a strong organizational culture, evaluate staffing needs and develop strategies for staffing needed to execute programs including recycling and circular economy programs.
- **Recycling operations:** Work with the Operations Team to understand the nature of the recycling business. Track current trends and changes and adjust strategies and operations as needed. Ensure the resources and systems are in place to keep our facilities and equipment safe, functional, and effective.

- Programs: Oversee and assess current programs, identify opportunities, develop business models, partnerships and roadmaps for success and financial sustainability.
- Communications: Serve as the public face of Methow Recycles, representing our organization and vision in the community, media, and so on. Work with Outreach and Communications staff to ensure clear communication of our mission.
- Culture: Model our values and connect our work with overall community vision and needs.

Experience and Qualifications

Essential

The qualifications below represent essential leadership needs for Methow Recycles. We also understand that this is a long list for a small organization. If you feel you can effectively be our next leader without direct experience in one or more of these areas, please tell us in your cover letter how you might resource yourself to fulfill these needs.

- Passion for the mission: Demonstrated interest in environmental conservation, waste reduction, recycling, circular economy, climate action, or related topics.
- Nonprofit leadership: 3+ years of experience in a director-level nonprofit role(s), or 5+ years in board leadership.
- Cross-sector partnership and relationship development: Experience successfully creating and nurturing alliances with a wide variety of partners such as government agencies, nonprofit organizations, private sector businesses, elected officials, and so on.
- Financial leadership: Experience in nonprofits or businesses that include a strong component of fee-for-service or earned revenue. Demonstrated ability to create and track budgets, forecasts, and financial plans.
- Fundraising: Experience and skill in relationship development with major donors, or equivalent demonstrated experience and skills in customer relationships, sales, or equivalent functions. Experience or willingness to learn grant writing and membership/annual fund development.
- Staff management: Experience leading, structuring, and motivating diverse teams, e.g. including full- and part-time staff, volunteers, board members, and so on.
- Program planning and evaluation: Demonstrated capacity to assess current and potential programs, identify opportunities, develop partnerships and business models, and oversee execution of a variety of programs.
- Written and verbal communication skills: Demonstrated ability to effectively present information in a compelling manner, in written and verbal formats, for a variety of audiences.

Desired

- Recycling or waste industry experience: Experience, or willingness and ability to quickly get up to speed on the workings of the recycling industry including both operational (e.g. commodities, pricing, contracts, etc.) and strategic (legislative changes, national and global trends) aspects.
- Rural acumen: Knowledge/experience of the Methow Valley or similar rural communities.

Helpful

- Warehouse skills: While not required, experience or willingness to learn and assist with operation of recycling equipment such as baler machine, forklift, and skid steer can be helpful in understanding the operation and occasionally filling in for other staff on our small team.

Core Leadership Competencies and Characteristics

The ideal candidate for the next executive director of Methow Recycles will be:

- An optimistic, resilient, action-oriented leader willing to work hard, learn quickly, and stay nimble. In a small organization with a big responsibility and vision for our rural community, this person brings serious hustle. On a day-to-day basis they solve problems and seize opportunities, organize the overall effort, and marshal resources to make things happen. This person enjoys working hard, pursues everything with energy and drive, and does not give up in the face of setbacks. This person is willing to learn what they need to so they can take on tasks outside of their comfort zone.
- A thoughtful, creative person able to make good decisions with limited information, and support others through a time of ambiguity and change. In an industry and organization undergoing major shifts, this person must be able to deal well with unknowns while still moving forward. They must be able to convey the long-term vision beyond today and show others the roadmap to that vision. They will need to make well-considered decisions with the best available information. They must have the agility to respond to changing conditions and to propose and execute innovative solutions.
- A caring manager who builds and empowers a diverse team of staff and volunteers. This person empowers others to succeed by choosing the right people, creating systems to manage the work, delegating, coaching, supporting others in their learning, and dealing with issues directly and quickly. They operate with patience and composure even in times of stress. They recognize the unique role of the executive director in directly managing the staff while also supporting the board of directors to oversee the organization.
- A person who relates well with people from all backgrounds and successfully finds common ground in difficult and nuanced situations. This person builds strong relationships up, down, and sideways. They read people and situations well, work effectively with people of many backgrounds, take the perspectives of others, and find common ground through listening and sharing information. They are politically savvy, and can negotiate well and operate fairly and in good faith including in conflict situations.

Physical Requirements

This person has the ability to sit or stand for several hours at a time. Work may require walking, bending, twisting and frequent lifting, pushing and pulling up to 50lbs. Be prepared to work in an industrial environment, drive a vehicle, and navigate “event paraphernalia” such as tents, chairs, etc.

Typical Working Conditions and Travel

The executive director will be based in the Methow Valley. They will work primarily at the Methow Recycles headquarters in Twisp, Washington. The executive director should be available to attend key meetings as needed including regular travel throughout North Central Washington and occasional travel to Olympia, Seattle, or other locations in the Pacific Northwest.

Equipment and Software Used

The executive director will work regularly with a desktop computer, necessary computer peripherals and other common office equipment. The executive director must be proficient in common software application including Microsoft Office Suite and similar programs. The executive director must have a reliable vehicle available for travel within and beyond the Methow Valley.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Salary and Benefits

The beginning salary range is \$68,000-\$73,000 a year, (DOE), for full time salaried work, 0.75 FTE, negotiable. Benefits include health insurance, paid vacation, sick leave and contribution to retirement plan.

How to Apply

Please follow the link on our website www.methowrecycles.org for application process. Complete applications will be considered.

Please address the following questions 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. Given what you know about this position and Methow Recycles, what in your experience makes you most likely to succeed?