JOB DESCRIPTION

Job Title: **Executive Director**
Reports to: Board Chair
Overall
Recycling Connections is seeking a dynamic, strategic, and collaborative Executive Director to lead our team and guide our day-to-day operations. Reporting directly to the Board Chair, the Executive Director holds primary responsibility for the operational, administrative, and financial management of RCC. This role oversees staff leadership, fundraising, grant and contract development, budget management, and partnership expansion—ensuring the organization continues to make a lasting environmental impact across Wisconsin and beyond.

Key Responsibilities
Strategic Leadership & Administration

- Collaborate with the Board of Directors to execute the strategic plan, mission, and long-term organizational vision.
- Implement bylaws, organizational policies, priorities, and standard operating procedures.
- Manage day-to-day office operations and oversee administrative and program staff.
- Serve as primary staff liaison to the Board, helping the Board President plan meetings and presenting policy matters for resolution.

Team Development & Culture

- Lead, train, supervise, and evaluate staff members while promoting an inspiring, mission-centered workplace culture.
- Maintain, review, and update personnel guidelines and operational policies for Board approval.
- Represent RCC across the solid waste and recycling industry and cultivate a positive public and community profile.

Financial Management & Fundraising

- In partnership with the Board Treasurer, build the annual budget, monitor financial health, reconcile accounts monthly, and deliver regular financial updates
- Develop compelling grant proposals and service contracts to secure diverse funding streams.
- Execute financial controls, oversee inventories and investments, and manage agreements/contracts (with signing authority up to $5,000).
- Process bi-weekly/monthly payroll via QuickBooks and coordinate tax filings with the organization's accountant.

Programs, Partnerships & Events

- Guide and support staff in creating, executing, and evaluating high-impact programs and contracted services.
- Proactively identify, build, and maintain strong community, institutional, and business partnerships.
- Assist team members with educational conference planning, community workshops, and special events.

Qualifications
Required:

- **Education & Experience:** Bachelor's degree (or equivalent 4 years' experience).
- **Supervisory Leadership:** Minimum of 3 years of demonstrated experience supervising, managing, and developing staff.
- **Operational & Financial Management:** Minimum of 3 years of management experience, including budget preparation, ongoing financial oversight, and contract development.
- **Background:** Proven professional background in business administration and/or environmental sciences/sustainability.
- **Fundraising:** Documented track record in grant writing, fundraising, or revenue generation.
- **Interpersonal & Communication Skills:** Exceptional written and verbal communication skills, with proven ability to build trust across diverse stakeholder groups (government officials, institutional leaders, and community members).

Preferred / Desired:

- Master's degree (or equivalent 6 years of experience).
- Prior leadership experience within a nonprofit setting.
- Working knowledge of Wisconsin's solid waste, composting, and recycling landscape, policies, and key stakeholders.
- Bookkeeping experience utilizing QuickBooks.

Work Environment & Schedule

- **Work Arrangement:** Hybrid model based out of RCC's office at **1100 Main Street, Suite 130, Stevens Point, WI 54481**, with generous remote work flexibility.
- **Hours:** Full Time - 36 to 40 hours per week, with occasional evening or weekend availability required for board meetings or key events.
- **Compensation:** $27.00 – $28.00 per hour ($50,544 – $58,240 annualized)
- **Benefits:** Paid vacation, personal health days, paid holidays, and flexible scheduling

How to Apply
Interested candidates should submit a **cover letter** and **resume** to:

- **Email:** admin@recyclingconnections.org
- **Subject Line:** *Executive Director Application – [Your Last Name]*
- **Application Deadline:** Open until filled / Review begins November 20, 2026

Recycling Connections Corporation is an equal opportunity employer in all personnel decisions. We do not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity).