



Executive Director, Compost Research & Education Foundation (CREF)

Reports to: Board of Trustees

Location: 100% remote position

Base Salary Range: \$75,000 – \$85,000 + performance bonus (tied to net revenue growth)

Travel: Occasional out-of-area and overnight travel required

Accepting applications through November 8, 2026

HOW TO APPLY: Email resume and cover letter to: jobs@compostfoundation.org

Why Work for CREF? Our work at CREF directly powers the green economy and fuels long-term environmental sustainability. Founded in 1992, CREF is closely aligned with the US Composting Council (USCC), the nation's leading industry group for compost industry businesses and professionals. CREF serves as an industry leader in scientifically-sound composting standards and practices, research, and professional training. CREF offers a purpose-driven culture where innovation meets real-world environmental impact. Joining our team means leading national initiatives in resource conservation, collaborating with key federal and industry partners, and shaping the future of regenerative agriculture and organics recycling.

Position Summary The Executive Director leads CREF's strategic vision, educational programs, research initiatives, and financial operations. Reporting to the Board of Trustees, this role balances executive leadership, relationship building, and hands-on management to grow the Foundation's impact and advance our mission.

Mission: *CREF supports initiatives that enhance the stature and practices of the composting industry by supporting scientific research, increasing awareness, and educating practitioners and the public to advance environmentally and economically sustainable organics recycling.*

Key Responsibilities

Strategic Leadership & Governance

- Execute board policies, maintain corporate registrations, and ensure 501(c)(3) compliance.
- Guide annual operational planning aligned with CREF's strategic plan and CREF's and USCC's annual key projects lists.
- Organize monthly Board of Trustees meetings, report progress, and present annual organizational performance reviews.
- Serve as the primary spokesperson for public relations, industry events, and negotiations.

Research, Education, & Program Management

- Oversee the national Compost Operations Training Course (COTC), other fee-based training initiatives, and research grant programs.
- Spearhead innovation and research initiatives addressing key environmental and industry issues.



Compost®
Research & Education Foundation

- Direct public outreach, marketing campaigns (including annual International Compost Awareness Week campaign), website content, newsletters, and digital communications.
- Maintain strategic alliances with federal agencies, non-profits, and USCC, including managing the active MOU and monthly alignment meetings.

Revenue Generation & Fundraising

- Lead fund development through grant writing, fee-for-service education, and strategic sponsorship growth.
- Build cause-marketing partnerships and social initiatives to expand corporate and donor support.

Operations & Administration

- Create an annual workplan with a supportive budget.
- Manage organizational budgets, financial reporting (including 990 preparation), asset protection, and historical archiving.
- Facilitate monthly committee activities, work plans, and budget tracking.
- Hire, mentor, and evaluate three or more staff and three or more external contractors.

Qualifications & Experience

- **Education & Experience:** Bachelor's degree (science or related degree preferred) and 4–6 years of leadership experience, preferably in a non-profit or trade association setting. Prefer applicable experience in organizational budgets, external relationship building, and working with a non-profit board.
- **Industry Alignment:** Deep interest or experience in composting, organics recycling, regenerative agriculture, or environmental science.
- **Fundraising & Grants:** Proven background in grant writing, fee-based program development, or non-profit revenue growth.
- **Communication:** Outstanding public speaking ability and persuasive written communication skills.
- **Operations & Tech:** Strong project management, team leadership, and proficiency in Google Suite and MS Office. Experiential knowledge of social impact campaigns is a plus.
- **Travel:** Ability to travel annually to the national USCC Conference and represent CREF.

The Compost Research & Education Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, national origin, age, disability, or other legally-protected status. In addition to federal law requirements, CREF complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.