



Athens-Hocking Recycling Centers, Inc.
(740) 594-5312 www.athenshockingrecycle.org 5991 Industrial Dr Athens, OH 45701

Athens-Hocking Recycling Centers, Inc. (AHRC) is a 501c3 nonprofit organization, with a mission to: Collect and process recyclable materials in the greater southeast Ohio area in order to create a cleaner, safer, and better place to live. AHRC is an equal opportunity employer, and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

Description/Job Summary - Executive Director

Responsibilities/Duties:

The Executive Director (ED) has overall strategic and operational responsibility for AHRC's staff, programs, expansion, and execution of its mission. Reports to the Board of Directors.

Leadership & Management: (70%)

- Responsible for leading AHRC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for the day-to-day overall management of AHRC.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goal.
- Key metrics for evaluating job performance include sales, organizational profitability, amount of materials diverted and the number of jobs and payroll.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Actively engage and energize AHRC staff, volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the regional roll-out. Assist with Board Member search and selection.
- Lead, coach, develop, and retain AHRC's high-performance senior management team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Manages and supervises all administrative staff and Organics staff. Indirectly manages (oversees) the Operations Supervisor and Assistant Operations Supervisor.
- Resolves any personnel issues that cannot be resolved with direct supervisor and employee. Makes recommendations to the Board if personnel issue cannot be resolved between Director and employee.
- Attend labor management, collective bargaining, and other union meetings as needed.

- Sets policies and procedures, oversees administrative workflow systems, responsible for new systems when needed either directly or by staff delegation.
- Other duties as requested by Board.

Fundraising, Sales & Communications: (20%)

- Expand local revenue generating via commercial, residential, and municipal/solid waste district services, and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Once a strategic plan has been identified, annual revenue will be estimated for fiscal year.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Responsible for Public Relations for AHRC.
 - Executive directors fulfill vital roles outside the office and after normal business hours. Directors are expected to attend and possibly host a range of fundraising events, new program inaugurations and public relations events. Directors often speak directly with reporters, donors, government representatives and members of the community at these events, spending a good deal of time acting as the public face of the organization.
 - Executive directors must keep a spotless personal reputation because of the additional scrutiny, which is not always the case in for-profit businesses. A personal scandal in the life of an executive director can tarnish a nonprofit's reputation for years. In a way, a director has to consider themselves on duty at all times as a representative of the organization.
 - Company Liaison
 - In addition to appearing at official events, executive directors act as a liaison between their organizations and a range of external stakeholders. Directors develop and maintain relationships with other nonprofit leaders, for example, looking for opportunities to partner with other organizations to serve good causes. Directors also work personally with leaders in the business and government world, cultivating long-term strategic partnerships or donor relationships to increase the organization's effectiveness serving unmet needs.
- Use external presence and relationships to garner new opportunities in local and regional communities.

Planning & New Business: (10%)

- Design the local and regional expansion and complete the strategic business planning process for the program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.
- Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional replication.

Required Skills:

- At least 10 years of senior management experience
- Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed and implemented growth strategies

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Required Education:

MBA, related advanced degree, or 10 or more years of experience in a related field.

Pay:

Starting pay commensurate with experience in the \$75,000 to \$85,000 per year range

Benefits:

- Family Health insurance
- Family Dental insurance
- Family Vision insurance
- Retirement with up to 5% matching
- Ten paid holidays
- Two weeks of vacation and three personal days
- Two weeks of sick leave
- Life insurance
- Disability insurance

For more information or questions call/email:

Crissa Cummings, Human Resources Manager

Call: 740-594-5314, Text: 740-762-0487, or Email: crissa@athenshockingrecycle.org

To be considered for this position submit cover letter and resume to:

AHRC Board of Directors, 5991 Industrial Dr., Athens Ohio 45701 or crissa@athenshockingrecycle.org

Deadline to apply:

Posted October 11th, 2023. The position will remain open until filled.