

EXECUTIVE DIRECTOR

ILLINOIS RECYCLING FOUNDATION

ABOUT US

The Illinois Recycling Foundation evolved out of the Illinois Recycling Association (IRA), a not-for-profit trade association of entities with interest in recycling, first formed in 1980.

The Illinois Recycling Foundation was formed as a 501(c)(3) group charged with providing recycling and waste reduction educational literature, events, tours, networking opportunities, webinars and more on a statewide basis. The Illinois Recycling Association remains the 501(c)(6) legislative division, working on various issues that rise to the level of needing legislative action.

IRF's continued success relies on commitments of funds and in-kind support from its membership, which consists of businesses, solid waste and recycling haulers and processors, non-profit organizations, municipal, county and state recycling coordinators, educational institutions, consultants, manufacturers of recycled-content products and individuals interested in the recycling sector.

JOB DESCRIPTION AND RESPONSIBILITIES

RATE: \$27-30/hr DOQ

COMMISSION: 10% on new memberships, returning lapsed memberships, new or increased conference sponsorships

WORK HOURS: The position is offered at part time, 20-30 hours a week on average to start. Hours are somewhat variable with more hours expected in the lead up to important events or projects.

WORK LOCATION: The job will be performed remotely, from any location within Illinois. Occasional (on average, less than monthly) travel is required to in-person events, including meetings and conferences. Most in-person events will occur in Central and Northern Illinois. Travel reimbursement will be available.

WORK EQUIPMENT: Due to the remote/work-from-home nature of the position, the employee will be expected to conduct IRF work activities on their own personal computer and to supply their own suitable office space, furniture, etc. High speed internet is required. IRF will provide a cell phone for work communications. Non-durable office supplies are eligible for reimbursement (e.g. folders, notebooks, printer ink, etc.)

BENEFITS: The successful applicant will accrue paid time off according to the terms of the Illinois Paid Leave for All Workers Act. No other benefits are offered.

EXECUTIVE DIRECTOR RESPONSIBILITIES

MEMBERSHIP. Involved in all aspects of annual membership drive which begins in late October of each year to establish organizational membership for the following calendar year. Maintain membership records and website roster (in Excel/Sheets and MembershipWorks). Send invoices to members upon request. Develop and contact membership leads to solicit new memberships.

ROUTINE EVENTS. Plan all webinars and in-person events with board member(s) and organizational committee input. Coordinate development of graphics and artwork for event marketing. Schedule webinars in Zoom, including pre-event rehearsal/tech-check with all speakers, moderator, etc. Plan food and transportation as necessary for less frequent in-person events.

ANNUAL CONFERENCE. Plan and implement the annual conference, generally in June of each year. Develop bid specifications for venues. Selecting the venue includes pricing food and room rental. Secure an overnight room block. Work with Board and committees and organization members in the local area of the venue. Procure transportation for field trips; price venues for social event; price pipe and drape services; design and production of conference program and signage; e-mails and social media advertisement; price advertising in appropriate venues including local radio, national industry publications, and local outlets; price award plaques or keepsakes. Conduct on-site set up, registration, and logistics with venue staff. Solicit a variety of sponsors and exhibitors to support the event.

ACCOUNTING. Prepare monthly worksheet accounting report to send to the third-party accounting vendor showing both the gross amount of the funds received and processing fees deducted, if any. Coordinate with Board Treasurer to ensure that financial reports are received from third-party accountant (monthly), annual state and federal tax returns are filed (November annually), and the annual charitable bureau registration is filed (November).

REPORT AND INVOICE. Biweekly or more frequently as needed, review upcoming workload items with the President and Treasurer. Send a biweekly or monthly invoice and report to both the President and Treasurer of the Foundation itemizing hours of service and covered expenses (such as office supplies), detailing dates and hours worked per day.

BOARD MEETINGS. Schedule and maintain calendar invitations for board meetings for 2nd Wednesday of each month (date and time designated by Board). Draft agenda for President's approval and compile supporting documents, i.e., agenda, minutes of previous meeting, membership report, committee reports, communications report, previous month's financial statements and any other material pertinent to that meeting's agenda.

SALES & MEMBER OUTREACH. Reach out to members to learn if they have any press release worthy news (acquisitions, job openings, expansions of services, new website, etc). Find new members. Make membership solicitation calls (either jointly with a board member or alone) to companies, colleges, local governments, and non-profits that appear to be involved with reuse, recycling, and composting.

NEWSLETTERS. Assist developing monthly newsletter with organizational committee using Constant Contact. Publish and distribute. Maintain Constant Contact email lists. Upload newsletters to website.

WEBSITE. Maintain IRF website (illinoisrecycles.org) using WordPress.

COMMITTEES. Work with Committee Chairs to schedule all committee meetings and Zoom and circulate meeting invites. Attend all committee meetings. Assist Chairs with notes/minutes as needed.

GRANTS. Apprise the Board of grant opportunities and, with approval, develop grant proposals and handle any reporting requirements associated with any grants received.

POINT OF CONTACT. Serve as primary point of phone and email contact for the organization, forwarding and sharing information with the Board as necessary and appropriate.

ROC MEETINGS. Remotely attend monthly meetings of the Recycling Organizations Council, a committee of the National Recycling Council. Report on ROC meetings at IRF Board meetings.

ILLINOIS RECYCLING ASSOCIATION (IRA). Executive Director shall perform some management and administrative functions for the IRA that will account for a minority of work hours. Specific services to the IRA shall include: Involved in all aspects of membership; plan events, if any; prepare monthly accounting report of revenues received; schedule board meetings; schedule legislative review meetings; assist in preparing Legislative Summary article for monthly newsletter; maintain IRA Board Members on the website; and maintain a file of all Board Members election dates.

IDEAL QUALIFICATIONS & QUALITIES

- Ideal candidate must be a self-starter with enthusiasm to learn new tasks
- Must be able to work independently
- Good judgment and decision making skills
- Knowledge of non-profit management
- Marketing or development and/or sales experience
- Event management and or planning
- Familiarity with material management/recycling industry
- Familiarity with WordPress and website management
- Grant writing experience

Please submit cover letter and resume to executivedirector@illinoisrecycles.org.