



Are you our next Executive Director?

We are looking for someone who has demonstrated experience with the circular economy and the environmental sector. This position is ideal for a dynamic leader who can balance strategic policy work and organizational management for our small but mighty team including managing outcomes from the strategic impact statement and strategic plan, and maintaining positive working relationships with RCBC's funders and stakeholders.

The Executive Director liaises with leaders from government and industry, participates in initiatives to advance the interests of the organization, and in national and international networks of related zero waste and circular economy organizations.

Overview:

Reports to: Board of Directors, Executive Committee
Directly Supervises: Manager - Operations & Information Services
Manager - Finance & Administration
Program Coordinator

Manages external relationships with:

Regional, provincial, and federal governments
Partners and sponsors
Other circular economy and zero waste organizations
Media

Reporting directly to the Board of Directors - Executive Committee, the Executive Director is the senior staff lead at RCBC. Working with the management team, they ensure that the organization meets all required provincial and federal standards and practices relating to staff employment, as well as ensuring the performance of RCBC's Information Services is consistently reliable, provides trustworthy information, and meets the needs of the public and the program's funders.

Details on duties:

Strategic Organizational Management

- Reports directly to the Board of Directors – Executive Committee.

- Works with and coordinates staff and the Board to develop strategy and activities for meeting the strategic goals of the organization.
- Leads the strategic planning process and is responsible for implementation of the organization's [strategic impact statement and strategic action plan](#).
- Regularly reviews and reports on the progress of specific items in the strategic action plan, and recommends appropriate courses of action to ensure the organization can meet its defined goals (Inform & Educate, Convene & Wayfind, and Influence Systems and Frameworks).
- Monitors the success of fundraising activities and advises the Board Executive Committee accordingly to determine if changes in strategy/activity are required.
- Represent the organization on committees and round-tables such as: National Zero Waste Council, stewardship advisory committees, Metro Vancouver Solid Waste Management Plan Advisory Committee
- Provide information and advice directly to decision-makers where appropriate to advance the purposes of the organization; and
 - appear before government committees, participate in government consultations
 - draft and/or support the drafting of submissions and policy statements

Finance and Administration

- Ensures that the organization has appropriate policies and administrative mechanisms and that they are properly implemented, to ensure effective:
 - Financial planning and administration
 - Personnel administration and management
 - Compliance with reporting requirements
- Risk exposure reduction and coverage for matters which could incur a financial liability
- Works with the Finance Manager, staff and accountant to develop the annual budget and conducts a monthly review of financial statements to identify any budgetary issues that require attention or resolution.
- Exercises spending authority as per board-approved budget. When necessary, recommends courses of action to the Board to deal with forecasted budgetary deficits.

Stakeholder Relations

- Develops and maintains strong relations with government and other key stakeholders to ensure that RCBC has high credibility and significant influence in the circular economy/zero waste sector.

- Develops and maintains strategic partnerships to promote organizational objectives and ensure long-term viability.
- Ensures that emerging issues are identified and, where appropriate, response strategies are recommended to the Board's Executive Committee.

Program Development/Management

- Works with the management team to develop, fund and implement Board-approved long-term strategic plans.
- Coordinates and participates in the regular review of key programs to ensure they are well managed, are of a consistently high quality, and meet the needs of the organization's stakeholders and clients.
- Identifies possible new program and funding areas and coordinates the development of specific program and funding proposals.
- Oversees the planning of Board meetings and development activities, ensures the Board is well informed, and is provided with dependable analysis and recommendations.
- Works closely with the Board Executive Committee to ensure members have adequate information and analysis to make appropriate decisions regarding policy and strategic direction, to affect the well-being of the organization, its programs, and its staff.

Staff Management

- Responsible for the hiring, development and assessment of direct reports and ensures overall compliance of the organization with Personnel Policies and legislation/regulations governing employment.
- Ensures there is a defined and equitable compensation policy.
- Creates an effective team environment for staff and ensures that they are involved in program planning and development.

ORGANIZATIONAL OVERVIEW

Public Education Services Provider

RCBC is perhaps best known for its leading-edge public education and information services. Starting with the BC Recycling Hotline in 1990, the council has developed the most sophisticated database of provincial recycling and responsible waste diversion/disposal options.

That same resource now powers RCBC's two other public information platforms, the online Recyclepedia and Recyclepedia phone app for IOS and Android. Development began on these systems in 2008 when Recycling Hotline annual call volumes reached a

record 93,910 annually. The technological foundation of these services has been strategically rebuilt over the past year(s) to improve functionality and reliability. Annually RCBC answers approximately 200,000 public inquiries across the three platforms.

Strategic Plan

RCBC has worked diligently with stakeholders, the board, and staff to design a comprehensive strategic plan that will modernize the organization while remaining firmly rooted in our mission and vision. Our work falls into three broad categories of systems and behaviour change: Inform & Educate, Convene & Wayfind, and Influence Systems & Frameworks.

Circular Economy

In 2012, RCBC adopted the principles of the Circular Economy as its overarching strategic approach to waste, conservation, climate action and sustainable economic development. Along with its collaborative partners, primarily the National Zero Waste Council, RCBC promotes the transition from a linear to circular economy as the best opportunity to achieve triple-bottom-line prosperity in British Columbia.

Application deadline for this opportunity is July 12, 2024.

Please email your resume and your choice of either a cover letter or a personal introduction video. This position has a competitive salary of \$95,000-105,000 annually plus benefits.

Emails should be directed to:

welmancommunications<at>gmail<dot>com

and should contain "*Executive Director Search - (your last name)*" as the subject line.

We thank you in advance for your interest, only those candidates proceeding to the screening round will be notified.