Executive Director

Reporting to the Board of Directors, the Executive Director is the key management leader of the Green Project. The Executive Director is responsible for overseeing the administration, finances, personnel, programs, and strategic plan of the organization.

Primary Responsibilities and Duties

Supervises: Communications and Development Manager, Operations Manager, Store Manager, Environmental Education Coordinator, and has overall supervisory responsibility for all 16 Green Project full-time and part-time staff members.

Organization Mission and Strategy:
- Responsible for implementation of the Green Project’s programs that carry out the organization’s mission. Programs include the Salvage Store, Paint Recycling, Environmental Education, and MakerSpace.
- Responsible for the enhancement of the Green Project’s image by being active and visible in the community and working closely with other professional, civic, and private organizations.

Financial Management:
- Responsible for the fiscal integrity of the Green Project, including submission of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization to the Board.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization’s positive financial position.
- Responsible for fundraising, grant writing, and developing other resources necessary to support the Green Project’s mission.
- Manages financial resources and transactions including accounting, purchasing, cash management, payroll and other disbursements.

Personnel Management:
- Provides overall leadership for organizational effectiveness including team building, conflict resolution, organizational structure and communications.
- Manages the recruiting, hiring, training, compensating, performance evaluating, disciplining, and terminating of all employees.
- Works with department managers to develop and implement employment-related policies and procedures, including an Employee Handbook.
- Keeps abreast of and assures compliance with laws and regulations related to employment including but not limited to EEO, benefits, wage and hour provisions, safety and workers compensation, and personnel/payroll records.
Operations and Administrative Management:

- Develops, implements, and monitors policies and procedures related to the daily operations, including acceptance and sales of donated building materials. Initiates operational policies abreast of industry trends and changes affecting all operating methods.
- Initiates regular staff meetings and individual meetings to monitor department operations, including staffing, activities, and budgets.
- Directs all administrative activities. Oversees the accuracy and completeness of all administrative files and records systems, including financial, employment, compliance, and property and inventory records.
- Assures compliance with applicable local, state and federal laws and regulations including but not limited to OSHA, EPA, LDEQ.
- Serves as primary liaison between GP operations and the Board of Directors, community organization, government agencies, and related industries.
- Keeps Board informed of major issues, proposes operational changes for Board review, responds to and carries out Board requests and decisions.
- Oversees GP’s safety program; supports and supervises department managers to assure a safe working environment.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Qualifications:

- An advanced degree, ideally an MBA, or at least 5 years of senior management experience in a business or non-profit.
- Proven record of accomplishment of effectively leading and scaling a performance- and outcomes-based organization and staff. Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- 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.
- Expert knowledge in Human Resources policies and procedures, conflict resolution, and personnel management.
- Demonstrates a passion for sustainable lifestyles, environmental conservation, materials reuse, and education and advocacy.
- Knowledge of building materials, preservation, and/or salvage industries.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

To apply, please send a cover letter and resume to gpdirector@thegreenproject.org.

The Green Project is an equal opportunities employer (EEO) to all employees and applicants for employment without regard to race, ethnicity, age, religion, creed, sex, gender, marital status, sexual orientation, national origin, physical or mental disability, political affiliation or veteran status.