



We are seeking a new Executive Director

An exciting opportunity exists to lead one of B.C.'s foremost non-profit organizations within the sustainability sector.

The Recycling Council of British Columbia (RCBC), a registered charity located in Vancouver, is Canada's first and longest-standing waste reduction organization. Created in 1974 by grassroots community members, RCBC's diverse membership today includes non-profit organizations, all levels of government, a wide variety of businesses from small local operations to multi-national corporations, as well as individuals.

During its 46-year history, RCBC has worked collaboratively with its members and governments to advocate for progressive waste reduction policies and practices. The Council was instrumental in the formation of B.C.'s Extended Producer Responsibility system. It champions the principles and practices of moving toward a circular economy as the most effective overarching waste reduction strategy.

Reporting directly to the Board of Directors, the successful candidate will bring solid experience in leading an organization that relies on partnerships and collaboration to achieve its strategic goals. The new Executive Director will join an organization that is flexible and responsive to changing needs of its members and its strategic mission. The Executive Director will enhance positive working relationships with RCBC's broad multi-stakeholder community, liaise with leaders from government and industry, participate in initiatives to advance the interests of the membership, and in national and international networks of related zero waste and circular economy organizations.

Starting salary for this position is \$100K. Final benefits and salary package will be negotiated commensurate with candidate experience and skills. RCBC's offices are located in downtown Vancouver.

Requirements

The Board of Directors seeks a knowledgeable, personable and articulate candidate with the following skills:

- Recent education/professional development/work experience in a field related to the environment, planning, and/or strategic management.
- Strong strategic planning, analysis, presentation, and communication skills.
- Demonstrated effectiveness in the development and implementation of programs (including the acquisition of necessary resources), financial management, and staff team management/development.
- Demonstrated ability to motivate and inspire others
- Demonstrated ability to form and maintain strategic collaborative relationships
- Demonstrated commitment to learning and professional development
- Strong understanding of the effective use of information technology systems, adept with Microsoft Office.
- Exemplary skills on virtual communication platforms, strong understanding of strategic communications including web, media relations and social media.
- Experience working with Board-led organizations, or recent experience as a Professional Association Board member.
- Valid BC Driver's License.

Major Responsibilities

Stakeholder Relations

- Develops and maintains strong relations with government and other key stakeholders in order to ensure that RCBC has high credibility and significant influence in the waste reduction/management field.
- Develops and maintains strategic partnerships to promote organizational objectives and ensure its long-term viability.
- Ensures that emerging issues are identified and, where appropriate, response strategies are recommended to the Board.

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 treasurer, staff and accountant to develop the annual budget and conducts a monthly review of financial statements to identify any budgetary issues that need 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.

Program Development/Management

- Works with the Director of Policy & Communications 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.
- Coordinates the planning of Board meetings and Board development activities, provides leadership to ensure the Board is well informed, receives solid and dependable analysis and recommendations.
- Works closely with the Board 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 that 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 Management

- Reports directly to the Board of Directors.
- Works with and coordinates staff and the Board to develop strategy and activities for growing and servicing the membership of the organization.
- Leads the strategic planning process and is responsible for implementation of the organization's strategic plan.
- Regularly reviews and reports on the progress of specific items in the strategic plan, and recommends appropriate courses of action to ensure the organization can meet its defined goals.

- Monitors the success of fundraising activities and advises the Executive/Board accordingly to determine if changes in strategy/activity are required.
- Internal interactions include RCBC staff/direct reports, Board Members, Committee Members, working groups, and members.
- External interactions include staff and members of governmental agencies, organizations, corporations and professionals who have interests in the solid waste field (i.e. stakeholders).
- There is a high level of public interaction through media appearances, events, etc.

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. To maximize public service levels, RCBC first developed the web-based Recyclepedia and then the mobile app over the following year.

RCBC answers approximately 200,000 public inquiries annually across the three platforms. The Council delivers this service in collaboration with local governments, SMEs, as well as B.C.'s 16 regulated industry stewardship agencies that provide EPR compliance under the BC Recycling Regulation. Through outreach, as well as input and feedback from those service clients and public users, RCBC applies a system of continuous improvement to both the app and database.

Circular Economy

In 2012, RCBC adopted the principles of the Circular Economy as its overarching strategic approach to waste, conservation, climate change action, and sustainable economic development. Through this strategy, the council works towards the transition from B.C.'s linear resource-based economy, reliant on international commodity markets, to a more diverse and robust system that develops regional employment opportunities and reinforces comprehensive climate-action principles.

Based on carbon reduction research recently undertaken in Alberta, expanding B.C.'s leadership role in Canada's \$20 billion-plus recycling and reuse industries can significantly impact sector waste reduction targets. More recycling and reuse activity translates directly into reduced carbon and GHG emissions. It is one of the few areas of economic activity in which growth directly correlates with carbon reduction, producing a smaller footprint as materials are looped back into the industrial

process through various points in the Circular Economy. 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.

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Application deadline for this opportunity is September 30, 2020.

Please submit your resume, and your choice of either a cover letter or a personal introduction video by email to:

welmancommunications<at>gmail<dot>com

Your email 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 interview round will be notified.