

Solid Waste Institute of Northeast Oklahoma

JOB ANNOUNCEMENT

PROGRAM DIRECTOR:

The Solid Waste Institute of Northeast Oklahoma is seeking a qualified individual for the position of **Program Director**. The successful candidate will provide full-time executive leadership for the organization's effort to facilitate the development and improvement of solid waste management strategies and programs for the benefit of the state, local, and tribal governments, communities, businesses, and industries in northeast Oklahoma. Primary responsibilities include providing executive leadership and administrative oversight of the organization, its programs, and staff.

ABOUT US:

The Solid Waste Institute of Northeast Oklahoma is an IRS-recognized 501(c)(3) nonprofit, publicly-supported organization dedicated to purposes that benefit the public interest. Operating since 1989 and serving a predominately rural 14-county region of northeast Oklahoma, we serve counties, cities, towns, tribal governments and other public entities dedicated to environmentally-healthy and economically-prosperous communities. Our services have focused historically on support and development of solid waste management systems planning, programs assessment, training, public and professional education, and assuming various leadership and support roles dedicated to the improvement of public solid waste management programs. Recurring service contracts and periodic grant-funded projects have served as the foundation of the Institute's long-term financial support required for service delivery.

WE ARE SEEKING:

- A strong and motivated leader with the passion, creativity, integrity, professionalism, and vision to grow and direct the programs of the organization.
- A self-starter who works well independently or in a team environment.
- A creative thinker with a strong dedication to program improvement.
- An excellent and responsive verbal and written communicator.
- Someone who is detail-oriented while maintaining a big picture perspective.
- Someone with a passion for program mission and the skill-set required for delivering practical services benefitting local partners.
- Someone with an entrepreneurial mindset and capable of designing programs for optimal outcomes while seeking revenue-generating opportunities.
- Someone who can oversee an organization while effectively providing detail-oriented services to outside entities.

RESPONSIBILITIES:

Representative duties of the Program Director include:

- Provide lead executive oversight of all programs, activities, and personnel of the Solid Waste Institute of Northeast Oklahoma.
- Reports directly and regularly to the Institute's Board of Directors; supports the development and implementation of all board meetings and other board functions as needed.
- Executes all board-approved policies, programs, and activities that are essential to the effective operation and well-being of the organization.
- Advises the board on all financial matters of the Institute and prepares and administers an annual financial budget.
- Leads fundraising activities for the organization, including grant writing, and represents the organization with major funding entities.
- Negotiates and executes contracts with public and private organizations, the same being consistent with the purpose and objectives of the organization and subject to approval by the Board of Directors.
- Serves as the organization's primary spokesperson on issues of environmental concern and conducts effective outreach activities with state, tribal, and local government agencies and various other public and private entities.
- Provides solid waste management technical and planning assistance, project management, stakeholder meetings, event planning, and policy analysis.
- Provides executive oversight of the organization's daily operations including:
 - Design and administration of programs.
 - Supervision of personnel.
 - Project development and contract procurement.
 - Plans, organizes, directs, and evaluates the daily operations of the organization.
 - Interactions with government officials, citizens, civic groups, and others receiving or supporting program services of the Institute.

PREFERRED QUALIFICATIONS:

The following qualifications are preferred requirements for this role.

- Bachelor's degree in science, business or public administration, or other related field; an alternative combination of education and experience that aligns with the job description will be considered.
- Evidence of successful experience in preparation and execution of business plans, work plans, and budgets.
- Successful history of collaboration with a broad array of stakeholders.
- Professional experience in solid waste management, local government, project management, or planning and development is highly desired.
- The selected candidate will be required to maintain a driver's license valid in the State of Oklahoma and verification of personal vehicle insurance. Area travel is required.

COMPENSATION:

The starting salary for the Program Director will be up to \$60,000 annually – starting salary will be dependent upon qualifications/experience.

The Institute offers the following benefits:

- Employer contribution to an employee retirement plan.
- Health insurance allowance.
- Holidays, vacation, and sick leave.

HOW TO APPLY:

To apply, please submit a detailed resume and cover letter by email to **swino@sbcglobal.net** (**Attn: Program Director Search**). Your resume should reflect both years and months of employment dates. Applications / resumes to be submitted by August 15, 2020. The most competitive candidates will be invited for an on-site interview.