

## **Association of New Jersey Recyclers (ANJR) seeks Executive Director**

The Association of New Jersey Recyclers, (incorporated in 1984 as a 501c3), a membership based non-profit, seeks an experienced Association Management firm or individual with well-developed management and facilitation skills to replace a retiring Executive Director. The new Executive Director/Firm will be responsible for navigating the transition from a long serving Executive Director while ensuring that strong relationships with members, collaborators, stakeholders, and partners are maintained. It is the Board's intent to retain an individual or firm who can continue and guide ANJR's growth and support the organization's initiatives to enhance and sustain recycling in New Jersey.

For details on ANJR, its structure, mission and operation go to [www.anjr.com](http://www.anjr.com)

### **Responsibilities:**

- 1** ANJR Board Meetings - prepare, organize, and attend Board Meetings:
  - a. Finalize agendas in consultation with the President.
  - b. Coordinate logistics of said meeting in consultation with the President.
  - c. Prepare and present pertinent reports.
- 2** General Education and Outreach - respond to inquiries for information from members and the general public regarding general recycling questions, educational opportunities, sponsorships, legislation and other items pertinent to the organization or refer such questions as needed.
- 3** Work with the Board to maintain and enhance ANJR's website and social media presence.
- 4** Outside Agency Communication/Collaboration - participate in NJDEP and national discussions (NERC, SROs, Plastic Pact, etc. meeting and calls) and advocate on behalf of ANJR.
- 5** Membership - handle all membership processing (mailing renewals, processing vouchers, banking, etc.). ANJR is the sole owner of all membership information.
- 6** Event Planning - manage in consultation with Planning Committee - find/schedule speakers, confirm attendance and handle logistics whether virtual or live. Arrange for physical transport of equipment, signs, displays, etc. for events.
- 7** Event Administration – manage registrations, payments, etc. Manage gaming license procurement for raffles and complete reporting.
- 8** Fundraising - manage all fundraising events at the direction of the Board.

- 9 Rutgers – Certified Recycling Professional (CRP) Tracking – coordinate with Rutgers Office of Continuing and Professional Education to ensure that all CRP’s receive appropriate recertification credits for attending ANJR events.
- 10 Advocacy/Lobbying – in consultation with the Legislative Committee, provide a sustainable long-term strategy to advocate ANJR’s position on all applicable laws and issues directly impacting ANJR, including proposing new legislation as needed.
- 11 Grant Procurement – lead efforts to secure grants related to the operation, organization, or program functions of the organization.
- 12 Financial Management – prepare all accounting, manage all bookkeeping, IRS filings, non-profit reporting for events, raffle processing and reporting, etc. Nothing shall be submitted for payment or to a State/Federal Agency without the approval of the Treasurer.

**The term for services or employment shall be twelve months from the date the agreement is executed, with term extensions upon the consent of both parties.**

### **Application Guidelines**

Applicants and Firms must submit materials electronically to [anjr@optimum.net](mailto:anjr@optimum.net), attention the Finance Committee. All submissions will be acknowledged and are confidential within the committee.

Applicants and Firms must include a cover letter and detailed prospectus describing how their qualifications and experience match the needs and mission of ANJR, along with compensation expectations. Proposals should be submitted no later than 4pm on February 24, 2023. The approximate annual budget to provide the scope of services outlined above is \$60,000 - \$65,000.

*ANJR actively seeks a diverse pool of candidates and welcomes organizations from all racial and ethnic backgrounds, abilities, gender identities, religions, ages, and sexual orientations to apply. ANJR will not discriminate in its retention practices due to an applicant’s race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.*