



Post Landfill Action Network

603.608.9859 www.postlandfill.org 2401 Walnut St. Suite 201 Philadelphia, PA 19103

Co-Executive Director

PLAN's Commitment to and Expectations of New Hires:

We work to maintain a collaborative leadership structure by developing and continuously revising our self-governance system, establishing co-directorship, and holding semi-annual full staff retreats. We adhere to a [Safer Space Policy and Community Agreements](#) and work together to develop policies that push us to be better such as an Ethical Partnership Policy and a [Diversity, Equity and Inclusion Mandate](#).

Our Background and Vision for the Future: PLAN was started in 2013 by recent college graduates to help other students run [campus move-out projects](#) that reduce waste and earn money. Since then, the organization has grown to national reach and a \$500,000 annual budget, focusing on building and supporting student leadership in the movement toward zero waste and against the Linear Consumption Economy. The organization is currently staffed by 10 full-time team members and 1 part-time team member, with 4 major project focuses; see the links below to learn more:

1. [Campus Coordination and student project advising for our member network](#)
2. [Zero waste consulting through our Atlas framework](#)
3. Events:
 - a. The annual [Students for Zero Waste Conference](#) in the fall
 - b. [Beyond Waste Student Summits](#) in the spring
 - c. [Speaking events](#) on campuses across the country year-round
4. [The Break Free From Plastic Campus Pledge](#)

As a young organization working within the growing zero-waste movement, we are constantly expanding our operations and our impact. Over the course of the application process, we will be sharing more information about our internal processes and the areas we intend to grow. Below are a few of our current priorities:

- Strategic planning, towards a new 5-year strategic plan, to be released in early 2022. This effort builds on our 2017-2021 plan and on ongoing assessment of our programmatic impact and future goals. We anticipate the new Co-ED will play a significant role in finalizing the development of this plan, to be released following the January 2022 Winter Staff Retreat. From onboarding through the date of the release, the Co-EDs will work together to track organizational impact and set future goals and expectations. Beyond the strategic plan release, the Co-EDs will manage tracking and reporting systems, ensuring that projects continue to advance the mission.
- Balancing a variety of levers of change for zero waste, from equipping students with change-making tools to directly advising campuses on infrastructure developments.
- Recognizing and supporting folks from historically marginalized identities who are under-supported in the zero waste movement.
- Maintaining financial stability through diversified funding streams that include mission-aligned, revenue-generating projects and long-term, stable fundraising.



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Job Description. The PLAN team is seeking a new Co-Executive Director to help lead the next chapter of the organization. This person will have exceptional skills in **collaborative leadership** and **project management** (including quantitative analysis), as well as **leadership experience** in social and environmental justice spaces. We are not limiting our search to expect a 'fully formed' director with advanced technical expertise (e.g., budget management, fundraising, etc.); rather, ideal candidates will demonstrate strong fundamentals including an aptitude for continuous learning and growth.

This position will work closely with the current Co-ED (Faye) and outgoing Co-ED (Alex - who is taking on another role within the PLAN team) to ensure a smooth transition. In applying for this position, please read [this letter from our Board of Directors \(BOD\), Alex, and Faye](#) about this transition. This position will continue to work closely with Faye to share the responsibilities of Co-Executive Directorship. Below are the essential qualities and skills we are seeking, with accompanying illustrative responsibilities:

Collaborative Leadership

- Must have the ability to be a team player at the same time as being a leader. They must display that they can set a standard of leadership that fosters project ownership, collaboration, empathic management, and constant growth for themselves and the team as a whole.
- High level of facilitation skill to drive and participate in consensus-based decision-making, staff retreats, and full-team strategic visioning.
- Skill and comfort managing a team that values cultural and racial diversity and facilitating anti-oppressive practices within the organization.
- Creating and maintaining a work environment that attracts, retains, and motivates a diverse and talented staff.
- Mentorship and oversight of all staff, including benefits and management systems such as payroll, time tracking, hiring and firing, onboarding and offboarding, supervisor and peer evaluation processes, etc.

Program Management

- Ability to manage projects towards forward motion, constantly integrating high-level strategic vision with on-the-ground implementation.
- Comfort and skill in developing, managing, and tracking the overall organizational budget that incorporates a series of project budgets. This includes: quarterly budget reports to the Board of Directors and annual budget proposals for the upcoming fiscal year, as well as working with a bookkeeper to manage payroll, reimbursements, state tax filings, annual report, and audit.
- Skill in overseeing and driving fundraising efforts which include: managing the network of donors and foundations, representing the organization in fundraising spaces, and supporting and holding staff accountable in their own fundraising efforts.
- Identifying needs and opportunities in the movement and strategizing on the best course of action for the organization.



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Other Preferred Skills and Qualifications:

Please note that we do not expect candidates to have all of these qualities, but we encourage candidates to highlight those that they do have in their cover letter and/or resume. We are more than willing to invest training and resources in the right candidate.

- At least 2 years of leadership experience in the non-profit sector through paid or unpaid labor
- At least 2 years of mentorship and/or team management experience
- Significant experience with strategic planning and campaign development
- Background in campus organizing and/or student leadership with the ability to train and mentor staff and student leaders
- Experience in budget management or other quantitative analysis
- Proven success in grant writing and donor relationship management (i.e., grassroots fundraising)
- Experience working in an anti-oppressive context and experience managing cultural and racial diversity, particularly within the context of movement-building
- Experience reporting to and/or working with a Board of Directors
- Willingness to travel regularly for fundraising, meetings, and events (averaging 2-3 times a month)
- Ability to work flexible hours
- Knowledge of, or willingness to learn the following systems: Quickbooks, Microsoft Excel, Copper the CRM (formerly ProsperWorks), TSheets, Wordpress, Google Suite for nonprofits

Details of Appointment:

- **Location:** Starting location will be Philadelphia, PA. The newly hired Co-ED would be required to work out of the Philly office with the current Co-ED for the first 6 months to 1 year of the appointment, at minimum. Location may be flexible following the initial appointment.
- **Hours and Compensation:** Full-time salaried position range of \$38,000-\$45,000, depending on experience and background. Benefits include 200 hours of PTO with overtime hours banked for future use, a technology stipend, cell phone plan, health insurance stipend, extended leaves of absence (both paid and unpaid), flexible work schedules, per-diem for work-related travel, and monthly travel stipend for use of public transit.
- **Details of Appointment:**
 - **Anticipated Start Date:** July 20th, 2020 (may be flexible around candidate availability)
 - It is our expectation that the next Co-ED will have a 5+ year commitment to the organization.
- **Application Details:**
 - Applicants should submit a cover letter, resume, and any supplemental material through [this form](#).
 - All applicants that are chosen for an initial interview will receive more detailed information on the full application process and thorough details on the inner workings of the organization.
 - Applicants are strongly encouraged to apply by **March 20th**. Applications will be reviewed on a rolling timeline.

If you have any questions, please email our Campus Network Director and Administrative Manager, Chelsea Williams, at Chelsea@postlandfill.org.