



Program Director, Keep Texas Recycling

Keep Texas Beautiful (KTB) is a network of dedicated Texans working together to make our state the best place to live, work and play. We equip local partners and affiliates with the tools they need to build vibrant, engaged communities. Founded in 1967, KTB works with nearly 300 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Through our Keep Texas Recycling (KTR) program, we support a recycling cooperative of 50+ rural and underserved member communities, provide technical assistance throughout the state of Texas, and support special projects to establish and strengthen recycling access. This award-winning program was established in 1994 and was acquired by Keep Texas Beautiful in 2020 through a nonprofit merger.

SUMMARY OF POSITION

KTB seeks a full-time Program Director to oversee the Keep Texas Recycling program. The Program Director reports to the Executive Director. The position may be based anywhere in Texas and requires up to 40% travel time. The Program Director manages a part-time Program Coordinator based in Austin, TX.

JOB DUTIES

- Provide administrative, market, and technical support for recycling programs around Texas.
- Manage 50+ community members and recycling vendor contracts, including transportation coordination and payment for recyclables.
- Develop and implement a sustainable program that meets the expectations of members and organizational goals.
- Recruit new members, prepare bids for contracts; provide technical support for new project development, funding assistance, and site development.
- Provide customer support, including site visits, to members as needed.
- Monitor and maintain internal processes in collaboration with other KTB staff members, including recycling program payment reconciliations and database management.
- Represent the program to a variety of audiences, including elected officials, Council of Governments, and the KTB board of directors.
- Share recycling best practices and tools with KTB's affiliate network.
- Collaborate with the Director of Marketing and Partnerships to research funding sources and develop proposals.
- Maintain knowledge of industry issues and emerging trends.
- Provide presentations and workshops with a focus on recycling and sustainable materials management; serve as a statewide resource on recycling.
- Establish good working relationships and collaborative arrangements with community groups, donors, government officials, and other organizations to help achieve the goals of the program.
- Develop and maintain sponsor-funded recycling projects in specific communities; manage relationships between participants and funders.
- Prepare and manage program and project budgets and timelines.
- Prepare monthly reports with project updates, photos, challenges, successes and impact.
- Perform other duties, as assigned by the Executive Director, including assistance with the KTB annual conference.



MINIMUM QUALIFICATIONS

- Bachelor's degree in related field
- Three to five years of experience in program or project management and community relations, with some experience pertaining to recycling.
- Strong writing, analytical and organizational skills
- Strong interpersonal skills; ability to communicate with a range of stakeholders and high level of comfort with public speaking
- Self-starter who actively seeks opportunities and proposes solutions
- Supervisory experience
- Willingness and ability to travel frequently, often overnight
- Background check required for final candidates

PREFERRED QUALIFICATIONS

- Experience in the non-profit sector
- Experience working with elected officials, government entities and community leaders
- Experience with grant writing and/or fundraising
- Passion for recycling

SALARY AND BENEFITS: \$62,000 - \$70,000, commensurate with experience. Benefits include medical, dental and vision insurance; paid time off; paid holidays, including the week between Christmas and New Year's Day; and the option to participate in a 403(b) plan with a 3% employer match.

TO APPLY: Please submit a cover letter and resume via email to jobs@ktb.org with "Program Director" in the subject line. Applications accepted until the position is filled.

Keep Texas Beautiful is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe that the diversity of the communities in our network is a fundamental strength. We promote an environment where all individuals, including our staff and volunteers, feel a sense of belonging to help create and sustain clean and beautiful communities around Texas. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.