



## **Development and Program Manager**

**Do you care about the environment and how people live and work and consume resources and materials in the Northeast region? Are you passionate about recycling and want to make a difference? The Northeast Recycling Council (NERC) seeks exceptional candidates to help grow the organization, reduce waste, and create a more sustainable human existence in the Northeast related to the resources we consume and the waste we create.**

Could you be the right candidate? Yes! We truly believe in the power that comes from the diverse backgrounds and experiences our employees bring with them. Although we list the details of what we are looking for, we don't necessarily need you to fulfil all of them when applying. If you have an interest in environmental sustainability, thrive on a collaborative team, and possess strong communication skills, you could be a great fit.

### **Job Description**

Reporting to the Executive Director, the Development and Program Manager will manage NERC's membership program, oversee all marketing activities, maintain database and web assets, support fundraising efforts, and provide additional program and event support as needed. This role will be responsible for the following:

- Communications
- Membership Program
- Fundraising
- VT E-Scrap Program
- Government Recycling Demand Champions Program
- Other Project and Event Support

### **Job Responsibilities**

#### Communications

- Generate written content for branded emails, social media posts and campaigns, offline marketing material, web-based stories, and blogs.
- Help review all content to ensure relevancy, consistency, and brand compliance, as well as grammar and accuracy.
- Maintain website content and functionality to enhance membership and strategic partnership programs.
- Coordinate with the team on creating marketing campaigns using traditional and digital media, expanding public awareness on key issues, and attracting new audiences.

- Help identify opportunities for new content and PR based projects that drive organizational objectives.
- Utilize research, outreach organizations, advertising, and technological advances to target demographics.
- Collect data to continually improve effectiveness of marketing initiatives.
- Maintain the CRM, ensuring contact and organization records are up to date, generating reports, setting up auto communications, and managing events.

#### Membership Program

- Develop and implement strategies for retention of existing members and recruitment and cultivation of new members, including the creation of new member benefits and regular solicitation of member feedback.
- Provide relevant information and resources to members as requested, soliciting input from staff within their areas of expertise as needed.
- Support the development and implementation of new strategic partner programs and services as the need is identified and feasibility is determined.
- Maintain member records and dues schedules in CRM, managing automatic communications and reporting.

#### Fundraising

- Research private foundations, corporations, public grants, and other sources of funding.
- Assist in developing grant proposals and applications, as well as grant reporting.
- Perform outreach to companies to secure new partnerships in the form of grants, donations, and sponsorships.
- Support the development of an individual donation program.

#### Government Recycling Demand Champion Program

- Promote the program to government entities.
- Update materials for the program (flyers, slide shows, webpage).
- Provide support and issue certificates to participants.
- Generate individual sustainability reports for participants.

#### VT E-Scrap Program

- Answer questions from public and collectors.
- Enter requests for pick-ups/bills of lading.

#### Other

- Provide event (virtual and in-person) logistics support as needed, such as for annual Conferences, ongoing seminars, and other.
- Complete other projects and tasks as assigned.

#### **Qualifications**

- Bachelor's degree or equivalent experience, preferably in environmental science, economics, public policy, marketing, or related field.

- Minimum of three (3) years' relevant work experience in marketing, membership management, development, or project management and implementation, preferably in a field related to materials management or environmental sustainability.
- Experience in fundraising, applying for and managing grants.
- Program planning, implementation, and evaluation experience.
- Proficiency in Microsoft Office Suite and Adobe, with an ability to become familiar with other programs and software as needed, such as CRM databases.
- Proficiency with various social media platforms including Twitter, Facebook, LinkedIn, and Instagram.
- Excellent written and verbal communication and interpersonal skills.
- Highly organized and detail-oriented, flexible and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Strong analytical skills.
- Keen eye for graphic design, attention to detail, and creativity.
- Interest in materials management evidenced by a sense of energy, ownership, and personal connection to the work and the communities we serve.
- Must be able to travel. Ideal candidate lives in the Northeast region of the United States.

### **Salary and Benefits**

NERC offers full-time remote, telework. Our benefits package includes 403B retirement savings, long and short-term disability, and paid time off. Optional health insurance package available inclusive of health and dental insurance. Salary range \$58,000 - \$65,000.

**Interested applicants should submit the following to [info@nerc.org](mailto:info@nerc.org).**

- Resume/CV
- Detailed cover letter outlining how your qualifications meet those sought in this post

### **Non-Discrimination Policy**

No person shall be discriminated against based on race, color, national origin, religion, sex, gender identify (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program of activity.

### **About Northeast Recycling Council**

The Northeast Recycling Council, Inc. (NERC)'s mission is to minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action. Since 1985, NERC has led projects that influence policy and affect change through research, technical assistance, and education. NERC is committed to recycling

market development to optimize and propel new solutions for - and equitable access to - sustainable materials management.

As a multi-state 501(c)(3) non-profit organization, our programs emphasize source reduction, reuse, recycling, composting, environmentally preferable purchasing, and decreasing the toxicity of the solid waste stream in the 11-state region comprised of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Maryland, Pennsylvania, Rhode Island, and Vermont. NERC's members extend beyond member states to 100+ organizations dedicated to achieving an environmentally sustainable economy.

We are committed to representing our diverse world while providing equitable access to effective sustainable materials management. Our goal is to foster a DE&I culture that recognizes and values people from all communities.