



Dedicated to demonstrating that waste is completely preventable, not inevitable.

Proud to be an Equal Opportunity and Affirmative Action Employer

Senior Vice President

Date: January 2021

Title: Senior Vice President (SVP)

Terms: Full-time, Exempt (salary), with benefits

Compensation range: \$85,000 - \$120,000/yr (*dependent on experience*)

Benefits: 100% paid health insurance for the employee, life insurance, and long-term disability. (Other insurance lines available at a shared or employee cost.) PTO and paid holidays.

Hours: General office hours with some flexibility, occasional evening and weekend hours, located in Minneapolis

Reports to: Co-President

Eureka Recycling has provided curbside and apartment recycling collections, recyclables processing, education, and advocacy since 2001. Unique for a nonprofit, Eureka Recycling has a large operational component consisting of two primary business units. Our union-represented drivers, operating a 35-vehicle fleet, collecting recycling and our material recovery facility (MRF), where 100,000 tons of recyclables are sorted and compacted for sale. With an annual operating budget of over \$15,000,000, these initiatives provide more than 120 green living-wage jobs for individuals who demonstrate our mission every day in the work that they do.

About Eureka Recycling

Eureka Recycling's mission is to demonstrate that waste is completely preventable, not inevitable. Our work bridges the gap between our vision for a zero-waste future and the realities of today with tangible, real-world solutions.

Eureka Recycling is a nonprofit, social enterprise organization. We understand that unique and diverse perspectives are essential to be able to achieve our mission and live our values of Visionary Leadership, Strong Teams and Community, Respect, Caring and Wholeness, Sustaining and Enduring and Honesty and Integrity.

If you are interested in working with highly committed team members to change systems that perpetuate waste and the problems it causes for our health, economy and communities; participating in organizational leadership in a collaborative setting; and supporting our initiative to promote diversity, equity, and inclusion in everything we do, Eureka Recycling may be the right place for you!

The Practical Challenge of Our Mission-Based Organization

It takes focus and resilience to be completely immersed in the daily challenges of delivering significant on-the-ground recycling services while remaining fiercely committed to actualizing a socially just and healthy future that is free of waste (and yes we really do mean no waste at all). With social justice and environmental metrics held as importantly as financial, every decision from office paper procurement to workforce development programs are an opportunity to discover and demonstrate a better way forward.

www.eurekarecycling.org

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Eureka Recycling is an affirmative action, equal opportunity employer. It is our policy to hire without discrimination based on race, creed, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, ancestry, age, disability, genetic information and familial, marital or public assistance status.

Senior Vice President Primary Purpose

The Senior Vice President serves as the primary integrator across various departments of this dynamic organization. Reporting to a Co-President, the SVP works closely with the Executive Leadership Team and plays a key role in integrating/calibrating the major functions of finance, operations, HR, and advocacy.

The SVP provides cadence and structure that supports the fulfillment of the strategic plan and mission. Supporting the Co-Presidents in creating organizational clarity, communication, and consistency. The SVP fosters resolution, focus, team unity, prioritization and follow-through; receives and evaluates ideas and proposals; and harmoniously integrates the Directors Team. In collaboration with the Co-Presidents, the SVP guides the organization and each department to move in step and cohesively; this coordination involves not only information systems but also people, ideas and processes.

Job Responsibilities

Collaborative Leadership

The SVP works in collaboration with Eureka's staff leadership team, and exemplifies clear, direct, respectful communication, demonstrating these leadership qualities:

- Communicates effectively with people from diverse backgrounds and experiences and draws on their varied perspectives when making decisions
- Works with the Executive Leadership Team to ensure the Collections Team is in alignment with the organization's mission, culture, strategy, and goals
- Can clearly articulate the connection of the smallest daily tasks to the vision and mission of the organization
- Understands the team's talents and supports people in applying their strength
- Works collaboratively with managers and directors in other areas of the organization in order to bridge systems and resources in pursuit of common goals

Cross-Departmental Coordination

- A sounding board and coach for departmental directors as they develop ideas, budgets, and proposals for improvement
- Closely collaborate with and support the Executive Leadership team with inclusive, thorough strategic planning processes involving all staff, board, and community stakeholders
- Develop and hold process for cross-departmental initiatives and functions with a keen eye on opportunity for efficiencies
- Run process for identifying and implementing new information systems
- Facilitating weekly director's meetings, holding structure and process for efficient and focused communication, accountability, and coordination
- The architect and driver of the organization-wide annual work planning process
- Lead continuous process improvement for internal accountability and project management systems

Financial Systems

- Oversee the Finance and Accounting Department
- Director of Accounting will report to the SVP
- Oversee development / improvement of grant tracking and fiscal sponsorship systems
- Oversee development / improvement of accounting and financial systems
- Lead integration of inventory and asset management systems between departments
- Analysis and continuous process improvement for financial systems and tools

- Oversee monthly and quarterly financial reporting and dashboards to the Co-Presidents and Board of Directors

Company and Culture Innovation

- Create accessible and exciting pathways for staff to engage with our mission
- Director of Engagement will report to the Senior Vice President
- Champion innovative evolutions in community building and communication in the new era of remote working for some of our staff
- Embedding organizational values in new processes
- Engage deeply with the organization’s DEI goals and initiatives

Campus Management

- Overall direction for committees ensuring a safe, clean, and comfortable campus, including organizational safety committee
- Manage computers, phones, and internet for on-site and off-site employees
- Manage contractors and vendors related to technology and site safety and function
- Lead process improvement for internal information management, such as internal file management, contact database, etc.

Minimum Qualifications

1. 10 years of senior executive level leadership in a non-profit organization, social enterprise, or for-profit company
2. Experience in the environmental or recycling sector is not necessary, but must have a passionate interest in the organization’s mission and the complexities that come with running a mission-driven, values-based, triple-bottom-line, operations-heavy organization.
3. 5 years supervisory experience
4. BS/BA or MS/MBA or equivalent combination of education and experience.
5. Flexible, curious, collaborative, creative, and driven.....with a sense of humor!
6. Highly organized, with exemplary project management skills
7. Possesses excellent communication skills (written and oral); communicates in a clear straightforward and direct manner, uses active listening skills to ensure full understanding.
8. Demonstrated ability to lead and inspire employees, to work independently, to prioritize responsibilities, and supervise and motivate subordinates and teammates. Passion for employee’s engagement and team building
9. Has a demonstrated understanding of strategic and financial processes as well as effective experience in budgeting and project management
10. High emotional intelligence: able to compassionately and professionally navigate conflict and hold accountability
11. Experience designing and implementing organizational systems for work planning, inter-departmental communication, and accountability
12. Basic understanding of OSHA regulations and compliance a plus
13. Fluency in Spanish a plus

To Apply: Submit cover letter and resume to krisf@eurekarecycling.org. Open until filled.

Affirmative Action Policy Statement:

Eureka Recycling will not discriminate against or harass any employee or applicant for employment on the basis of race, creed, religion, sex, national origin or ancestry, familial status, age, disability, marital status, status with regard to public assistance, or affectional orientation.