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California Resource Recovery Association

JOB POSTING **EXECUTIVE DIRECTOR POSITION AVAILABLE** **FOR THE** **CALIFORNIA RESOURCE RECOVERY ASSOCIATION**

GENERAL INFORMATION

The California Resource Recovery Association (CRRA) is accepting resumes and letters of interest for the CRRA Executive Director position. All resumes and letters of interest shall be submitted to the CRRA no later than Friday, January 8, 2010 by 5pm (PST).

Please deliver electronically to:

Bob Hollis

Bob@TheMobiusNetwork.com

Or by E-fax at (916) 679-1108

*Or by mail to:

The Mobius Network, LLC

4354 Town Center Blvd

Suite 114-246

El Dorado Hills, CA 95762

*CRRA asks that all resumes and letters of interest are submitted electronically, however if a copy is being sent, please make sure it is double sided and printed on recycled content paper.

Questions or comments regarding the Executive Director position or the hiring process can be directed to Bob Hollis at Bob@TheMobiusNetwork.com or (916) 941-5778.

P.O. Box 607
Clovis, CA
93613-0607
916.441.CRRA [2772]
Fax 916.676-4882

AFFILIATE OF



NATIONAL
RECYCLING
COALITION
INC.
<http://www.nrc-recycle.org>

INVITATION

An invitation to respond to this request is being extended to all individuals that can perform the tasks presented in the scope of work efficiently and appropriately. All resumes and letters of interest will be reviewed and discussed by the CRRA hiring committee. The final decision will be determined by the Board of Directors. CRRA will request interviews with potential candidates and notify, in writing, all candidates of their status as decisions are made. The selected candidate will be expected to sign a contract and begin work on February 1, 2010.

This request does not constitute a contract for services nor does it purport to contain all of the elements of the contract. CRRA also recognizes that many individuals who are applying for this job may not wish for their current employer to know. All information that is discussed during this process will be kept confidential.

WHO IS CRRA?

The California Resource Recovery Association (CRRA), founded in 1974, is a non-profit 501(c)(3) organization dedicated to promoting waste reduction, reuse, recycling, pollution prevention, and composting. The CRRA convenes [conferences](#), workshops and [technical councils](#), and offers a curriculum of [certification training courses](#) through which people working with these issues share their experiences, findings, programs, technologies, and opinions. CRRA members are encouraged to focus on new ideas and practices that will help create jobs, reduce waste, conserve and preserve natural resources, build a sustainable economy, mitigate climate change, and protect the environment. The result is open dialogue within the membership which enables all of us to make our resource conservation efforts more effective, sustainable and profitable. Learn more about CRRA at <http://crra.com>

CRRA is a membership organization, funded in part by membership dues. Benefits of membership include a discount on the annual conference, as well as access to a member listserv. The CRRA member listserv is also a valuable tool for the Executive Director to communicate with the membership.

As a dispersed, "virtual" state-wide organization, CRRA members, committees, and Board of Directors communicate and conduct meetings primarily via e-mail, listservs, and conference calls instead of face-to-face. CRRA has no office facilities. The Executive Director will work out of his/her own home or office. This office shall be located in California.

BACKGROUND INFORMATION

As CRRA has expanded its services to the membership base, additional contractors have been hired for various roles and duties and the volunteer Board assumed more time-consuming duties. The need was identified to hire an Executive Director (ED) to assume some of these expanded duties. The Executive Director position is a hired contractor, subject to Board directives and quarterly performance reviews. CRRA has had an Executive Director for the past 17 months and has progressively advanced towards a management system that allows for the Executive Director to focus on organization administration, fundraising, membership services, strategic planning and implementation, and policy and partnership and related projects.

EXECUTIVE DIRECTOR SCOPE OF SERVICES

It shall be the responsibility of the Executive Director to perform the following duties for the California Resource Recovery Association:

Task 1: Organization Administration

- a) Serve as the organization's primary point of contact.
- b) Provide organizational support for all Board members and Committees.
- c) Organize and attend Board conference calls and in-person retreats.
- d) Provide on-going clerical support (prepare meeting agenda, minutes, establish meetings, etc.)
- e) Plan and organize Board retreats.
- f) Coordinate conference call services.
- g) Establish a local PO Box for organization's mail, and pick up mail several times per week, forwarding invoices to the treasurer, and responding to all correspondence.
- h) Contract or arrange for storage of organizations long-term record-keeping files and boxes.
- i) Maintain electronic and, as necessary, hardcopy files, sorted chronologically and by topic.
- j) Maintain and continue CRRA historical documentation.
- k) Manage all organization contracts, contractors and employees including conference manager, certification manager, and web administrator.

Task 2: Bookkeeping and Accounting Services

- a) Utilize Quickbooks Pro 2008 software provided by the CRRA to manage CRRA's financial data.
- b) Develop and distribute to the Board asset of monthly financial reports, subject to approval by the CRRA Treasurer.
- c) Manage all CRRA accounts payable and receivable and maintain the registers for CRRA's bank accounts.
- d) Record all transactions in the CRRA financial database.
- e) Receive and deposit funds remitted to CRRA.
- f) Prepare and distribute invoices for funds owed to CRRA.
- g) Facilitate the deposit of funds remitted to CRRA via credit card, PayPal, RegOnline or other electronic media.
- h) Present payments to the CRRA Treasurer.
- i) Assist CRRA's CPA and Attorney in preparing CRRA's Federal and State tax returns and filing all documentation necessary to maintain non-profit status.
- j) Reconcile the data in CRRA's financial database with CRRA's bank statement.
- k) Assist the CRRA Treasurer, Conference Chair, Conference and Certification Manager, and other CRRA Board Members with financial tracking, analysis, negotiations, and advice.
- l) Invoice and seek collection of all accounts receivable that are 30 days or more past due.

Task 3: Fundraising

- a) Research and solicit additional funding through corporate donations, sponsorships, web-based sponsor ads, and grant funding.
- b) Represent the organization in on-going sponsor relations.
- c) Coordinate sponsor solicitation & maintain sponsor relations
- d) Prepare, request and manage grants with Board approval.
- e) Build relationships with state funding agencies.

Task 4: Membership Services

- a) Service the CRRA members with value-added services and increased communications.
- b) Membership retention and new recruitment to increase the membership base.
- c) Maintain a computer database to track CRRA membership information.
- d) Develop and distribute to the Board a monthly membership report.
- e) Produce and distribute membership renewal notices to all current CRRA members.
- f) Provide updates to the CRRA Board on the status of the annual membership renewal notices.
- g) Assist in announcing, conducting, and tabulating results for elections for the CRRA Board of Directors and CRRA Technical Council Boards of Directors.

Task 5: Conference Planning Activities

- a) Coordinate conference planning with conference committee and conference manager.
- b) Coordinate with conference committee on sponsor recruitment and relations.
- c) Assist with planning annual conference budget.
- d) Support local committee in planning special events, contracts and programs.
- e) Assist conference manager in conference registrations, facility logistics, exhibit hall planning, and on-site conference activities.
- f) Function as the lead coordinator on the Sponsorship, Keynote, and Program Committees and exhibit hall sales.
- g) Oversee and manage the duties and expenses of the conference manager.
- h) Solicit future conference proposals and prepare bids packet for Board decision.

Task 6: Training Certification Development

- a) Seek financial support of the certification program.
- b) Oversee and manage the duties and expenses of the certification manager.

Task 7: Strategic Plan & Committee Involvement

- a) Assist Board and committees in development and implementation of strategic plan.
- b) Develop a multi-year approach toward growing the organization.
- c) Attend all board meetings and attend committee meetings as necessary.
- d) Assist in establishing partnerships or projects with other organizations that help to achieve our strategic goals.

Task 8: National Organizations

- a) Assist the NRC Liaison in communicating with members and Board regarding national issues.
- b) Represent the CRRA within the NRC, RONA, and KAB, at national meetings, and at the various committee meeting conference calls.
- c) Assist the ARD Liaison with America Recycles Day as directed by the CRRA Board.

Task 9: External Policies

- a) Represent the CRRA, under Board direction, regarding external policies, state legislation, and the general interests of the membership.
- b) Represent CRRA at industry functions in coordination with the President
- c) Represent CRRA on external policy issues in coordination with the President and the Policy Committee Chair.

- d) Assist the Policy Committee in regards to current issues and legislative positions.

Task 10: Newsletter

- a) Prepare, edit and publish a monthly newsletter.
- b) Solicit news and written articles as well as regular feature articles for monthly newsletter.

REQUIREMENTS

- A. Contractor will report to the CRRA President of the Board of Directors.
- B. Contractor must provide its own office, computer, e-mail account, fax line, phone line and cell phone. CRRA will reimburse Contractor of travel and other expenses according to the internal policy and agreed upon terms.
- C. CRRA will provide extension line off of CRRA main phone line. Contractor must respond to inquiries (phone, email, fax, or letter) within 48 hours.
- D. Contractor shall provide services to the Organization pursuant for a term starting February 1, 2010 and ending on January 31, 2011, (the "Agreement Term").
- E. Although compensation will be based on a fixed fee basis, and not on an hourly basis, Contractors shall track the hours spent in performance of this agreement and shall submit monthly report of such hours to Executive Director.
- F. Contractor must provide evidence of at least a one million dollar business liability insurance policy.

SUBMITTAL REQUIREMENTS

- 1. Updated Resume
- 2. Letter of Interest describing abilities, background, and qualifications
- 3. Salary History
- 4. List of References (only to be called with the consent of the candidate)

SUBMITTAL DUE: Friday, January 8, 2010 no later than 5pm (PST)

PROPOSED TIMELINE :

1/8/10	Candidate resume and Letters of Interest Due
1/12/10	All candidates to be contacted and updated on process
1/19 – 1/22/10	Interviews to be conducted with top candidates
1/26/010	2 nd Interviews to be conducted if needed
1/28/10	Board to vote and approve new Executive Director
1/29/10	Final ED Contract to be submitted to Board for Approval
2/1/10	New Executive Director to start

SUBMIT TO:

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