

## **ASSISTANT DIRECTOR** **Sacramento, CA**

### **About the California Product Stewardship Council**

The California Product Stewardship Council (CPSC) is a non-profit organization which formed in 2007 and is considered the thought-leader on product stewardship policy in California. CPSC is comprised of local governments and their associations, businesses, and the general public. CPSC works with product manufacturers, retailers, and others in the product chain to encourage a producer responsibility approach to end-of-life product management either voluntarily or through legislation and regulation.

CPSC has a fourteen member Board of Directors. The Executive Director (ED) serves at the pleasure of the Board and manages the operations and activities of CPSC. There are currently three full-time staff and a student intern. The staff currently manages 10 grant projects, 10 consultants, and two award winning campaigns. In addition, CPSC is a key participant in many California discussions on solid and hazardous waste management, particularly in regards to product stewardship programs, such as mercury thermostats, paint, carpet, mattresses and packaging.

In 2015, the National Stewardship Action Council (NSAC) was founded as an affiliate of CPSC. CPSC, which is a 501(c)(3) environmental education and protection organization under IRS rules, may only conduct limited legislative lobbying activities. With CPSC's legislative successes in California have come increasing demands from across the country for CPSC's assistance, creating the need for an entity that can carry CPSC's work forward without lobbying limits on a national scale. In contrast to CPSC, NSAC is a 501(c)(4) nonprofit organization that will engage primarily in lobbying and advocacy work for Extended Producer Responsibility (EPR) and promoting a Circular Economy anywhere in the U.S. and at any level of government interested. NSAC will also be able to become involved in elections for public office, should such activities be needed to further its mission.

### **About this position +**

The Assistant Director (AD) is a full-time employee position which reports to the ED and manages CPSC's office staff and day-to-day operations. The AD also assists the ED with organizational development and fundraising and Board support. The successful candidate must be willing to reside in the greater Sacramento area. The ideal candidate should be capable of performing in a value-based working environment that is fun, cutting edge, and mutually supportive. The ideal candidate will possess knowledge and passion for policies and campaigns for environmental sustainability. This individual would also be knowledgeable about the solid and hazardous waste and recycling industry. Experience in non-profit management, the legislative process, and public campaigns is highly desired, but not required. The AD plans, directs, and coordinates activities of designated grant and special projects to ensure goals and objectives are accomplished within the prescribed time frame and funding parameters while meeting the high quality standards required at CPSC. The AD assists the ED in developing and maintaining relationships with new and existing CPSC Associates, Partners, and other

fundraising. The AD also develops, creates, and/or coordinates production of communications materials, conducts outreach, recruits and oversees volunteers, staff, and contractors, and plans special events to forward the mission of CPSC. A positive public image of CPSC is of utmost importance.

The AD will also be working on national issues at the National Stewardship Action Council (NSAC) and will be sharing time between the two organizations.

CPSC's and NSAC's offices are in a restored historic Victorian home, known as the Edgar Institute with like-minded organizations. It is located on 21<sup>st</sup> Street, near S Street in mid-town Sacramento and is a block from light rail, as well as a 10 minute walk to the Capitol.

#### **Assistant Director Essential Duties and Responsibilities:**

- Monitors contractors conducting work for CPSC, which currently includes Accounting, Public Education, Human Resources, Lobbying, and Legal Services.
- Participates in budget development and tracks project costs to control expenses
- Develops fundraising strategy and strategic planning in coordination with the ED and the Board.
- Attends meetings of the CPSC Board and associated committees as needed.
- Oversees employee benefit administration including health, dental, and vision insurances and retirement.
- Oversees administration of organizational insurance including workers compensation insurance and grant insurance requirements for CPSC and CPSC contractors.
- Assists ED with project management and development.
- Oversees all employees, as determined by the ED.
- Develops communication and outreach strategies including print, electronic, special events, and direct mail, to fulfill those aspects of the organization's objectives.
- Develops and distributes electronic newsletters and action alerts.
- Makes presentations on behalf of CPSC at public, social, and business events and is an articulate presenter.
- Develops and maintains media relations in coordination with the ED.
- Prepares project reports and communication materials for the ED.
- Reviews timesheets and expense reports from employees and invoices from sub-contractors and other vendors to ensure accuracy before forwarding to ED.
- Oversees timely filing and accuracy of lobbying reports.
- Conducts work on other special projects and performs other duties as needed.

#### **Education and/or Experience:**

A Master's Degree with focus in Sustainability, Environmental Science, Public Policy, or closely related field is preferred. The position requires a Bachelor's Degree from an accredited four-year college or university in engineering, planning, industrial hygiene, environmental science, public administration, business administration, a physical or biological science, or in another field that is related to the position. The ideal candidate will possess educational and practical knowledge and experience in the following: government grant management; organizational effectiveness and nonprofit management; implementing best practices; tax and other compliance implications of non-profit status; lobby reporting and legislative procedures; presenting to large and difficult audiences; working constructively with a variety of stakeholders and developing strong coalitions.

**Requirements:**

- Strong track record developing and executing successful fundraising campaigns, public education campaigns, employing powerful story-telling to build support for clear goals among targeted audiences, grant writing, project implementation, and organizational development.
- Exceptional writing, editing and speaking skills; able to synthesize complex concepts into concise and compelling messages, and exercise message discipline throughout the organization and with partners.
- Success at coaching high performance teams, supervising employees to set and accomplish ambitious objectives together while maintaining a fun, supportive, productive, and harmonious office environment.
- Strong planning and project management skills; superior judgement to set priorities, meet deadlines, practice accountability, solve problems, and manage multiple relationships with attention to detail.
- Demonstrated experience managing online engagement strategies, applying the best practices in social media, and adapting to changing technologies and platforms.
- Success securing sustained, effective press coverage and creating news opportunities.
- Experience with, and commitment to, creative positive change through direct advocacy and political action. Prior experience working for an environmental Non-Governmental Organization (NGO) is not required, as we seek candidates from a broad spectrum of backgrounds, including those with experience engaging diverse constituencies.
- Enthusiasm for CPSC's mission, goals, and programs.
- Computer proficiency in Windows, desktop publishing and spreadsheet applications, and web publishing applications. Proficiency with specialized web applications, such as MailChimp, Doodle, etc. is highly desired.
- Clean background check, valid driver's license, proof of insurance, and favorable driving history.

**Compensation and Benefits:**

The AD is a management position offering salary commensurate with experience. CPSC's excellent employee benefits include financial compensation for health insurance and paid vision and dental insurance; paid vacation, paid holidays including two flexible personal holidays per year, sick time, as well as retirement.

**To apply:**

Please email your resume and cover letter to [heidi@calpsc.org](mailto:heidi@calpsc.org) with the subject line: Assistant Director – [Your Last Name]. Position open until filled. No phone calls please.