



**Trash Free Maryland
Executive Director Job Announcement
March 2022
Closing Date: May 15, 2022**

Trash Free Maryland seeks an energetic and visionary leader who is passionate about creating lasting change for our communities. We are looking for an Executive Director who will build on past successes and nurture our potential for growth. This is an opportunity to develop and manage educational campaigns, build meaningful partnerships in the community, and work with lawmakers, donors and funders as part of the movement to eliminate litter in communities across Maryland.

Who We Are

We are a small nonprofit organization focused on lasting change to prevent trash pollution. Trash Free Maryland brings together organizations, communities, businesses, government agencies, decision makers, and individuals committed to reducing trash in Maryland's environment.

We participate in the development and assessment of policy and regulations aimed at reducing trash pollution, fostering changes in packaging and promoting lasting behavior change through public education, community outreach and awareness programs. We seek to prevent litter from happening in the first place. We also work on programs and policies to reduce use of disposable and single use materials and incentivize recycling.

Executive Director Responsibilities

The Executive Director reports to the Board of Directors and has strategic and operational responsibility for the organization.

Leadership & Management:

- Work with Board of Directors to determine a long-term vision for work while advancing day-to-day strategies to accomplish the vision.
- Manage operational systems to ensure excellence in programming, fundraising, budgeting, financial tracking and reporting.
- Support a positive workplace culture with a team environment allowing interns and volunteers to feel connected to the mission and engaged and empowered in their work.

Fundraising:

- Ensure financial viability of the organization with Board assistance.
- Ensure mix of funding from grants, private donors, corporate sponsorships and other revenue streams.

Communication:

- Develop brand communications to ensure alignment with messaging strategies.
- Deepen and refine all aspects of communications from web presence and social media, to external relations to create a stronger brand.
- Serve as spokesperson for Trash Free Maryland.

Programming:

- Advocate for new and innovative litter reduction policies with media, communities, elected officials, businesses, researchers, educators and students and other stakeholders in the region.
- Design, implement and advocate for programs that have potential for success as models for state, regional and national replication.
- Coordinate public policy positions with Board of Directors and work closely with partners to shape legislation, strategic responses, and recommendations on public policy issues.

Requirements include:

- Bachelor's Degree
- 5 years of experience.
- Leadership in legislative campaigns, lobbying, grassroots advocacy and/or media work to support policy change.
- Social marketing or public relations experience with the ability to engage a wide range of stakeholders.
- Strong writing, presentation and facilitation skills.
- Action-oriented and adaptive approach to business planning.
- Demonstrated ability to collaborate effectively with diverse groups of people, build relationships, and lead coalitions.
- Integrity, positive attitude, mission-driven and ability to self-direct.

Preferred requirements include:

- Familiarity with Maryland environmental laws related to solid waste and trash.
- Maryland legislative experience.
- Experience developing and operationalizing strategies to advance an organization or campaign.
- Fundraising experience.
- Experience working with the media and organizing successful media events.
- Experience creating and executing public awareness and community outreach campaigns.

If you don't meet every requirement but are a passionate self-starter who is willing to learn, we encourage you to apply.

Work environment, Salary and Benefits

The position is a remote work position. The organizations' work is throughout Maryland with the majority in the Annapolis/Baltimore/ Washington, D.C. metro area. Transportation will be necessary to attend meetings throughout the region.

- Salary range is \$65-75,000, depending on experience
- Employer stipend for health care
- Paid holiday, sick, vacation and personal time
- Matching retirement contribution

We are a racial justice and equal opportunity/affirmative action employer. Persons of color, women, persons with disabilities and LGBT persons are strongly encouraged to apply. We are committed to hiring a leader with the right mix of experience (both traditional and non-traditional), commitment and the potential to grow with us. We strongly encourage people from communities most negatively affected by environmental injustice to apply.

The deadline for applications is May 15, 2022. No phone calls please.

To Apply: Please email a resume, a cover letter detailing your interest in this position and two writing samples to [hiring@trashfreemaryland.org](mailto: hiring@trashfreemaryland.org) by May 15, 2022.