

## **Communications and Development Director – Application Deadline October 23, 2015**

The Maine Resource Recovery Association and its new sister organization the Maine Materials Management Association are seeking an experienced dynamic professional with strong communication skills to lead its training and development programs in sustainable materials management. This position will forward our advocacy for waste reduction and recycling with both the public and private sector. The candidate will work closely with the Executive Director and the Board of Directors to implement job responsibilities.

### Responsibilities include:

- Develop and implement plans to increase/retain membership, enhance fundraising and offer training program initiatives.
- Implement the Board of Directors' strategic plan tasks, as directed
- Provide credible and informed guidance to members seeking information in support of sustainable materials management.
- Perform traditional and social media outreach.
- Identify and solicit business sponsorships and donor opportunities.
- Produce and provide presentations for varied audiences to build support for the organization's programs and goals.
- Advocate on behalf of the organization and its members;
- Monitor legislative and rule-making activities, providing written and oral testimony that supports the organization's mission.
- Statewide travel is necessary to cultivate and maintain member relations.

### Qualifications - Education, Skills and Experience Requirements

- Bachelor's degree, or Associates degree with applicable experience;
- Excellent oral and written communication skills;
- Creative, self-motivated individual who will take the initiative in developing new programs and business processes.
- Flexible hours and ability to travel statewide.
- Experience with non-profit organizations, major gifts, annual fundraising and grant writing is desirable.
- Recycling and sustainable materials management knowledge helpful.

### About MRRA

MRRA was formed in 1984 to forward Maine's recycling goals, and the MMMA was formed this year to build on the successes of MRRA. These non-profit entities are committed to managing Maine's solid waste and recycling efforts in both an economic and environmentally sound way. Our membership consists of cities, towns, individuals, and businesses.

MMMA's major activities include training and professional development opportunities for solid waste / recycling / composting management professionals, marketing our members' recyclables, and providing information and advocacy for sustainable materials management. Our annual statewide convention brings together more than 200 managers, solid waste facility operators, vendors, academics, and private citizens focused on increasing waste reduction, recycling and safe handling. Please visit us at [www.mrra.net](http://www.mrra.net).

To apply for this position, e-mail your cover letter, resume, and three references to [victor.horton@mrra.net](mailto:victor.horton@mrra.net) no later than October 23, 2015.