

December 4, 2008  
Allegheny Cleanways

Allegheny Cleanways (ACW), a grass-root non-profit seeks an Executive Director. ACW's mission is *to empower people to eliminate illegal dumping and littering in Allegheny County*. An illegal dump is the unlawful dumping of household or commercial waste. Illegal dumping is not only an environmental issue, but it also affects economic development, public health and safety, and the community and self esteem of residents who live in blighted neighborhoods. An affiliate of PA CleanWays, ACW has a proven track record in conducting cleanups, recruiting volunteers, and working with communities to effect positive change.

If interested please review the job description below or on ACW's website at [www.alleghenycleanways.org](http://www.alleghenycleanways.org).

To apply, please submit the following pieces of the information to this email address:

[jobs@alleghenycleanways.org](mailto:jobs@alleghenycleanways.org).

1. Resume
2. Letter of intent
3. A response to each of the four questions listed below:
  - Please tell us about your most creative idea to raise funds for a program or an organization. What made it successful, and what were the gross/net results of your efforts?
  - Please tell us about a situation that best demonstrates your ability to strategically resolve an organizational issue or challenge. What was the issue, your strategy, others involved and what was the outcome?
  - How would someone you've managed describe your leadership style? Tell us about a time when you were confronted with a difficult management situation. How did you respond? What was the outcome?
  - Please tell us about a professional accomplishment of which you are the most proud.

Please limit your response to 3 typed pages total for all questions.

The search committee will contact all applicants no later than January 31, 2009 regarding this position.

Sincerely,  
Allegheny Cleanways Board of Directors

***ACW Mission and Goals:***

Allegheny CleanWays (ACW) is a small, grassroots, non-profit organization whose mission is *to empower people to eliminate illegal dumping and littering in Allegheny County*. An illegal dump is the unlawful dumping of household or commercial waste. Illegal dumping is not only an environmental issue, but it also affects economic development, public health and safety, and the community and self esteem of residents who live in blighted neighborhoods. An affiliate of PA CleanWays, ACW has a proven track record in conducting cleanups, recruiting volunteers, and working with communities to effect positive change.

ACW's goals are to:

- Prevent illegal dumping and littering
- Promote proper disposal of materials
- Change people's attitudes and behaviors related to keeping their neighborhoods clean and green through efforts to eliminate litter and illegal dumping
- Permanently decrease the number of illegal dumps in Allegheny County

More information about ACW can be found at [www.alleghencycleanways.org](http://www.alleghencycleanways.org)

***Responsibility***

The Executive Director (ED) will be responsible for managing all aspects of ACW, including fundraising, program management, membership recruitment, staff development, marketing/communications, and financial management.

***General Management***

- Manage both the vision and tactical implementation of the strategic plan to help ACW accomplish its organizational and operational goals
- Ensure all activities are performed in accordance with documented policies and procedures, completed within the constraints of the approved operating budget, and meet the standard of quality established by the Board
- Prepare and submit all reports required by the entity's and state's boards of directors, government/municipal agencies, and funders
- Ensure the development of a strong volunteer base for all entity activities including program and administrative tasks
- Know the pulse of the overall organization and report trouble areas to Board in a timely manner
- Provide Board with periodic updates

***Member & Constituent Services***

- Coordinate and implement communications with internal and external audiences: work with Board and staff to develop and maintain a comprehensive website; plan and present member events; and publish newsletter and/or additional materials that help to inform and educate members and non-members about ACW

- Maintain electronic up-to-date, useable, membership records and ongoing communication
- Develop and implement plan for increasing renewals, new memberships and site adoptions

***Fiscal Management***

- Prepare an annual operating budget with budget committee that supports the organization's strategic short and long term goals
- Work with Board Treasurer and Board of Directors to develop and maintain sound fiscal management practices

***Resource Development/Fundraising***

- Develop a fundraising plan with Board fundraising committee
- Plan, organize and implement ACW fundraising efforts in collaboration with Board of Directors to maximize level of annual contributions to meet budgetary and programmatic requirements
- Prepare and submit fundraising requests and reports
- Develop and maintain working relationships with sponsors, partners, and funders

***Program Management***

- Ensure that all program activities are organized, coordinated and implemented in accordance with ACW policies and procedures and in a manner that will meet the standard of quality set by the Board. Program activities include but are not limited to the following focus areas:
  - Cleanups and adoptions – road adoptions and other clean-ups for both littered areas and illegal dumpsites
  - Beautification activities – tree planting, etc.
  - Education – distributing educational materials, making presentations, creating entity related publications
  - Recycling
  - Enforcement
- Manage efforts of a part time Program Coordinator and interns
- Initiate and coordinate strategic partnerships with other organizations and local governments that share the mission of ACW
- Develop and maintain instructional materials to train staff, community volunteers, and interns in program implementation and community relations
- Compile accurate, quantifiable program information to enable the Board to monitor and evaluate the impact of ongoing program activities and address educational and promotional needs
- Ensure activities and accomplishments are shared with the public and supporters on a regular schedule using a variety of mediums
- Assess environmental needs related to illegal dumping and littering within the county to ensure programs address known needs

***Required Qualifications***

- Self motivated and directed
- Dynamic and personable leader and collaborator with diverse stakeholder groups
- Effectively multi-tasks to achieve deadlines
- Communicates effectively through written and oral expression
- Deals flexibly with novel situations and varying demands on time
- Uses the media (including internet, newspaper, radio and television) effectively to promote the organization
- Demonstrates expertise in raising operational and program funds from diverse sources
- Develops and manages an organizational infrastructure to address the needs of the organization (including physical office resource requirements and Human Resource management)
- Knows how to set up and operate computer and software utilities (e.g. Microsoft Office professional package) useful to the operational needs of the organization
- Willingly travels within the county and attends various evening and weekend events
- Sets objectives and reviews accomplishments against set goals
- Traverses rough terrain and steep slopes with confidence

***Desired Qualifications***

- Practical experience in running projects in nonprofit and government sector
- Basic working knowledge of:
  - Recycling and waste management practices
  - Global Information Systems
  - Database management
  - Quick Books accounting tool

***Salary Range***

\$38,000-42,000 plus benefits, commensurate with experience

*Allegheny CleanWays is an equal opportunity employer.*