Eco-Cycle Consulting Senior Manager
Boulder, CO

Eco-Cycle, one of the oldest and largest non-profit recyclers in the country and a pioneer in the Zero Waste movement, seeks a Consulting Senior Manager at our Boulder headquarters.

Employee title: Consulting Senior Manager
Employee Status: Salaried with benefits
Reports To: Director of Policy and Community Campaigns
Compensation: $65,000 - 80,000/year depending upon experience and expertise

JOB DESCRIPTION & EXPECTATIONS

This staffer will work with staff across multiple Eco-Cycle departments to manage and lead consulting projects with Colorado municipalities to help them adopt Zero Waste policies, programs, community education and engagement, services, operations, and infrastructure. Projects may include feasibility studies, gap, and opportunities analyses; municipal Zero Waste plans; waste characterization and waste reduction studies; stakeholder engagement; and policy analysis.

Specific responsibilities include:

1) Serve as lead project manager for Eco-Cycle on consulting projects

- Work collaboratively with staff in the Policy and Community Campaigns, Communications, Compost, Business Services, and Engagement departments to coordinate, plan, and implement Zero Waste consulting projects and ensure project goals and outcomes are achieved.
- Coordinate and serve as the Project Lead with external partners, including other consulting firms, and state and local government agencies, including negotiating project details and responsibilities with partners.
- Manage consulting projects, including setting agendas and leading meetings; developing and executing workplans, deliverables, and budgets; managing timelines, staffing and resources for each project; managing CRM project database and required reporting to clients and state agencies; and overseeing client/project team communications and presentations before clients, including city councils.

2) Be a project contributor on consulting projects

Help in developing and implementing consulting projects, including:

- Interpret data, technical information, and policy recommendations and communicate them through memos, reports, and presentations;
- Develop strategies for clients, including implementation plans with achievable goals, objectives, and tasks;
- Conduct research, including internet and interviews;
- Organize and facilitate stakeholder meetings and focus groups; and
- Assist consulting team in developing and completing project deliverables.

Qualifications:

- A very strong lived environmental ethic
- Proven experience in the Zero Waste or Waste Diversion field
- Previous consulting and project management experience
- Proven ability to complete projects according to scope, budget, and timelines
- Familiarity with project management software tools, methodologies, and best practices
- Organized, self-motivated, ability to set work priorities and complete work with minimal supervision
- Proven experience working on multiple projects and tasks

- Excellent verbal, public speaking, and written communications skills
- Strong presentation skills
- Spanish speaking a plus

COMPENSATION & BENEFITS

The position is a full-time position for 40 hours per week, generally from 9:00 to 5:00 pm although some evenings and weekends are required. Hybrid in-office/remote flexible schedule is possible. Compensation range is $65,000-80,000/year, depending on experience, plus benefits.

Benefits include:

- **EcoPass** to ride local and regional buses and trains for free.
- **Paid time off**, including six paid holidays, plus two paid Personal Days off per year; accrued vacation starting at 10 days/year; accrued sick leave; and 2 weeks of full pay for maternity/paternity/adoption leave.
- **Health benefits**, beginning after 60 days, including health, dental and vision; plus Life insurance, Short-Term and Long-Term disability.
- **Retirement benefits,** beginning to accrue after one year, with a 403(b) retirement plan that employer will match up to 3%.

TO APPLY: Please submit a cover letter, resume, and writing sample (ideally a consulting project plan or report) to recycle@ecocycle.org with "Consulting Senior Manager" in the subject heading. Applications will be accepted until the position is filled. No phone calls please.

Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.