



Job Title: Resource Boulder Manager / Resource Division Senior Manager
Employer: Center for ReSource Conservation (CRC); Boulder, CO
Job Status: Full-time
Reports To: Executive Director
Salary: \$40,000 - \$45,000 Dependant on Experience, Plus Competitive Benefits Package
Application Deadline: July 25, 2007
Application Process: Please no phone inquiries. Additional information available at www.conservationcenter.org and www.resourceyard.org Questions regarding the position can be directed to kdesrosiers@conservationcenter.org and will be responded to within 3 business days. To apply, submit a cover letter, resume, and three references by mail (preferred) or e-mail to:
Center for Resource Conservation
Attn: Resource Division Senior Manager Search Committee
1702 Walnut St.
Boulder, CO 80301
kdesrosiers@conservationcenter.org.

CRC Mission:

The Center for ReSource Conservation (CRC) is a nonprofit organization that is committed to leading Colorado residents, businesses, and governments toward a sustainable future. CRC programs are delivered through three divisions: Energy Center of the Rockies (includes Green Building Program), Resource, and Western Water Conservancy.

Resource Division Mission:

The CRC's Waste Division, ReSource, promotes waste reduction through innovative landfill diversion programs. ReSource retail locations in Boulder and Fort Collins together with the Resource Deconstruction Program salvage used building materials and resell them to the public, making it possible to reuse and recycle building materials that are traditionally discarded during construction and demolition (C&D) and basic remodeling.

Expectation for All Employees:

Support CRC/Resource mission and exhibit a commitment to:

- Promoting innovation, excellence, and respect for the long-term sustainability of our environment,
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job.

Job Purpose:

Manage Boulder ReSource facility to maximize waste diversion and maintain and increase profitability through creating a professional and safe work and retail environment, acquiring used building materials, managing staff, planning for and monitoring expenses, and growing sales through marketing and outreach. In addition to managing the Resource Boulder retail store, the position serves as Senior Manager of the Resource Division of CRC, providing leadership and oversight for all current and future expanded Resource programs and functions as Resource Division liaison to the CRC Board of Directors.

Principal Responsibilities:

- Supervise Boulder Resource staff and volunteers in daily duties to insure necessary housekeeping of sales yard concerning presentation of materials, inventory control, and organization of processing operations.
- Insure thorough and timely itemization of donated items from drop-offs, pick-ups from the public, as well as construction and deconstruction job sites for Boulder Resource.
- Insure maintenance of tool inventory, safety equipment, and preventative maintenance program for vehicles to insure safe, efficient processing, collection, and housekeeping operations for Boulder Resource.
- Oversee customer and contractor relations for Boulder Resource.
- Oversee website updates, advertising, and scheduling for Boulder Resource.
- Organize bi-monthly staff meetings for Boulder Resource.
- Organize year end inventory for Boulder Resource.
- Hire, train, and evaluate new employees for Resource Division (see Supervision Given).
- Provide leadership for Resource Division in the areas of best practices, creating a Division strategy for optimizing relationship between retail stores and/or deconstruction program, and developing plans to expand Resource into new programmatic and geographic markets.
- Oversee Resource Deconstruction Manager and Fort Collins Resource Manager in successful completion of their related job duties.
- Provide articles, press releases, information and support to other CRC Divisions, CRC Accountant, Executive Director, and Board of Directors for Resource Division.
- Attend CRC Board of Directors and staff meetings as representative for Resource Division.

Desired Outcomes:

- Resource Division sales goals met through material acquisition, appropriate merchandising, sales promotion and events, and marketing.
- Resource Division labor managed to maximize profitability.
- Waste disposal costs minimized by education and outreach to staff and public concerning appropriate materials accepted by ReSource Division.
- Resource Division equipment and fleet managed to avoid costly repairs and maximize utility and longevity.
- Resource Division material acquisition maximized throughout Boulder County and Northern Colorado.
- Safety of all ReSource Division staff and customers ensured by educating and enforcing proper safety management practices.
- Expansion of Resource Division into new programmatic and geographic markets providing increased landfill diversion of building materials and profits.

Supervision Given:

- Hires, oversees, and evaluates Resource Fort Collins Manager, Resource Deconstruction Manager, and Resource Boulder Assistant Manager
- Hires, oversees, and evaluates 4-6 full-time and 3-10 part time Boulder Resource staff with support of Boulder Resource Assistant Manager.
- Hires and oversees Contractors/Consultants as needed.
- Recruits, assigns, schedules, trains, and supervises volunteers with support of Boulder Resource Assistant Manager.

Job Interrelationships:

- CRC staff and Board of Directors
- City of Boulder Waste Diversion Staff
- Boulder County Waste Diversion Staff
- Ecocycle Staff
- Western Disposal Staff

Desired Skills and Abilities:

- Diverse business management skills in the areas of finance, human resources, strategic planning/business development, and marketing.
- Capacity to develop and implement a vision for future improvements to Resource Division operations.
- Ability to supervise and motivate staff and volunteer work force by modeling exemplary behavior and work ethic.
- Courtesy, politeness, and other customer service skills.
- Ability to prioritize and handle multiple tasks smoothly and effectively.
- Good computer skills: Microsoft Office and Web searching applications.

Desired Behavioral Traits and Attitudes:

Team player, outgoing, people-person, passionate, organized, creative, resourceful, pragmatic, critical thinker, results oriented, and self-motivated. Environmentally concerned/aware. Passionate about reuse, recycling and used building materials.

Minimum Qualifications:

- Bachelors Degree, business or environmental preferred
- 2-3 years business management experience, retail preferred
- 2-3 years experience in building trade

Special Requirements:

- Must have valid drivers license.
- Must be able to complete physical labor, including being able to lift a minimum of 50lbs.
- Must be willing to work outside in most conditions, year round.
- Job requires use of various power and manual tools and vehicles.
- Additional time may be required as necessary, including occasional weekend and evening work and long hours.
- Minimal travel required, limited primarily to Boulder County and Northern Colorado.