

## **Executive Director for the Saskatchewan Waste Reduction Council**

The Saskatchewan Waste Reduction Council (SWRC) is seeking an energetic and motivated individual to become its Executive Director. Established in 1991, the SWRC is a non-profit charitable organization that promotes waste reduction and the circular economy to all sectors and supports the waste, recycling and composting industry in Saskatchewan. This position is based in Saskatoon.

### **Responsibilities**

Reporting to the SWRC Board of Directors, the Executive Director is responsible for managing all aspects of the SWRC, including leadership, operations, program planning, human resources, financial planning, stakeholder relations, advocacy and risk management.

Specifically, these responsibilities include:

- 1) Board Governance: Works with board to fulfill the organization mission.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- 4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

### **Qualifications:**

- Minimum of five years senior nonprofit management experience
- Minimum of five years of experience in the waste/recycling sector
- Financial management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to collaborate with and motivate board members and other partners
- Strong written and oral communication skills
- Strong public speaking ability

**Specific Job Responsibilities:**

- Planning and administration of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the SWRC.
- Serving as SWRC's primary spokesperson to the organization's constituents, the media and the public.
- Establishing and maintaining relationships with various organizations and using those relationships to strategically enhance SWRC's mission.
- Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, partnerships and to increase the overall visibility of SWRC.
- Planning SWRC's annual conference and other events.
- Supervising and collaborating with organization staff.
- Strategic planning and implementation.
- Overseeing Board and committee meetings.
- Overseeing marketing and other communications efforts.
- Reviewing and approving contracts for services.
- Other duties as assigned by the Board of Directors.

Salary range is \$40-\$42 per hour, commensurate with experience and other qualifications. The typical work week is 35-37.5 hours.

To apply, email resume and cover letter to Brock Storey at [hiringcommittee@swrc.ca](mailto:hiringcommittee@swrc.ca) by **February 17, 2026**.