



Job Opportunity:

UpCycle Creative Reuse Center seeks a part-time Executive Director to lead a small team, drive the strategic plan of our growing organization, and act as liaison with the volunteer Board of Directors.

UpCycle's mission is to inspire all people to explore and create by engaging our community in art-making experiences with reuse materials. We operate a materials center shop, accept materials donations from the community, and provide creative programs for all ages. Our initiatives foster creative expression, resourcefulness, experiential learning, individuality, and fun!

As the Executive Director, you will work 20-25 hours a week and embrace our values of originality, inclusivity and fostering community connections.

Responsibilities:

- Lead and create connections across UpCycle's two functions: materials center shop and programming.
- Recruit, train, manage, and retain paid and volunteer staff to promote the UpCycle mission and values.
- Represent and promote UpCycle in the City of Alexandria community at events and meetings that relate to the UpCycle mission and that support and enhance connections in the community.
- Oversee the management and marketing of the materials center with the Shop Manager: schedule staff, respond to inquiries, manage donations and inventory, and support the Shop Manager in innovating the offerings and set-up of the materials center.
- Oversee the coordination and marketing of programs with the Program Coordinator: playgroups, workshops, Tinker Time, camps, after school programs, parties, scouting events, school field trips, adult programs, teacher professional learning opportunities, grant-funded outreach programs, community, and fundraising events.
- Develop and manage the budget with the Treasurer and oversee fiscal matters, including materials and membership targets, payroll, corporate sponsorships, and program budgets.
- Analyze metrics of the materials center and programming and propose adjustments to the Board of Directors for increased success.
- Grow the school membership program to include more local schools and monitor the school membership process.
- Develop a robust volunteer program, including recruiting and retaining regular volunteers and designing clear and consistent volunteer opportunities.
- Apply to, monitor, and write reports for grants to fund operations and programming, including seeking out and securing new grants to expand our reach.
- Maintain and grow our social media presence.

- Attend monthly Board of Director Meetings and communicate with the Board effectively so that the Board can make timely and well-informed decisions.

Required Qualifications:

- Local to the DC Metro area.
- Undergo background checks, in accordance with local laws/regulations.

Preferred Qualifications:

- Collaborative, positive, and growth-oriented mindset.
- Independent self-starter.
- Bachelor's degree.
- Non-profit experience.
- Experience with donor development and fundraising.
- Grant writing experience.
- Experience managing employees and volunteers.

Salary and Benefits:

- Starting salary of \$35,000+.
- 4 weeks paid time off.
- 9 paid holidays.
- Flexibility of when hours are worked (80 hours per month).
- Some hours can be worked remotely.

UpCycle is located at 5380-D Eisenhower Avenue, Alexandria, Virginia 22304. The location is Metro accessible and free parking is available on-site.

Interested applicants should send a resume and cover letter to the Board Chair at info@UpCycleCRC.org with the subject line UpCycle ED Search.