

<b>Job title</b>	<i>Executive Director and Connecticut Outreach Coordinator</i>
<b>Reports to</b>	<i>Board of Directors, US Tire Stewardship, Inc. (USTS) President and CEO, U.S. Tire Manufacturers Association (USTMA)</i>

## Background

The newly formed organization, US Tire Stewardship (USTS), was created by the U.S. Tire Manufacturers Association (USTMA) to comply with the nation's first EPR law for tires – Connecticut (HB 6486). The Executive Director will be a USTMA employee, directing USTS and its subsidiary Connecticut Tire Stewardship, LLC. (CTTS) in the state of Connecticut. USTMA is the nation's trade association for tire manufacturers ([www.ustires.org](http://www.ustires.org)).

The role of the Executive Director and Connecticut Outreach Coordinator is to develop and implement the CTTS operating plan as approved by Connecticut Department of Energy and Environmental Protection (CT DEEP) and implement systems and programs to execute the CTTS mission. The CTTS operating plan will include financial management systems, data management systems, staffing, communications, and agreement execution. The role includes coordinating and collaborating with the Board, manufacturers regulated as “Producers”, Connecticut resource recovery agencies, auto dismantlers, retailers as end-of-life tire (ELT) collection points, and recyclers as processors.

## Duties and Responsibilities

- Leadership and management including strategic management, team management, policy implementation and program management.
- Regularly visit and develop understanding of mechanics of end-of life tire (ELT) transportation and recycling processes including data and reporting requirements
- Develop, expand and maintain a no-cost ELT collection network in Connecticut
- Financial oversight including budgeting, financial reporting, accounts receivable and payable.
- Board relations including meetings, communications and policy recommendations.
- Community and public relations including stakeholder engagement, public representation – serving as the Connecticut face of the organization – and non-political education and advocacy for the organization’s mission and programs in the community and with policymakers.
- Operational management: Ensure the organization complies with all legal and regulatory requirements, Identify and mitigate risks to the organization, oversee the allocation of resources, including human, financial, and physical resources.
- Effectively communicate with USTS and CTTS Boards, committees and stakeholder communities about activities
- Monitor and evaluate the effectiveness of the organization’s programs and services providing regular performance reports to the Board and other stakeholders. Identify opportunities for improvement and lead initiatives to enhance organizational effectiveness.

- Change management: Manage organizational change effectively to ensure the organization can adapt to new challenges and opportunities.

### **Qualifications**

- Four-year college degree required. Advanced degree in law, business, environmental science, engineering and/or related field helpful.
- At least 5 years relevant professional experience. Trade association, product stewardship, tire recycling industry, tire industry, tire retail or related field helpful.
- Understanding of 501(c)(3) business processes, compliance and reporting essential.
- Understanding uses for end-of-life tires and other secondary materials in market applications.
- Facility with working independently and as part of a team in fast-paced multitasking environment; open, collaborative and positive personality.
- Ability to enable collaboration among diverse stakeholders to focus resources on a common goal.
- Strong analytical and interpersonal skills.
- Strong computer skills – facility with all software in Microsoft Office 365, particularly Excel, PowerPoint, Word, Outlook and Teams, and others such as Survey Monkey, Doodle, and Whova.

### **Working Conditions**

The position requires moderate travel in the United States, although travel to Canada could be required as issues arise. Possible evening and weekend work.

This position is based in Connecticut with occasional meetings in Washington, DC. All applicants must have the ability and appropriate technology set-up to work remotely, as USTMA employees work a hybrid schedule.

### **Direct Reports**

Direct reports will include USTS staff and contractors. A staff of 3 to 5 plus contractor assistance is anticipated at this time. Contractors will include IT, Accounting, Communications and Marketing, legal services, and others.

### **Salary and Benefits**

Salary commensurate with experience. \$140,000-\$160,000 base salary. USTMA provides a highly competitive benefits package including generous paid leave and holidays; medical, dental and vision coverage; long- and short-term disability insurance; and 401(k) and other retirement benefits.

### **To apply:**

Submit cover letter and resume through [careers@ustires.org](mailto:careers@ustires.org).

*USTMA is an equal opportunity employer. Candidates of diverse backgrounds and experience are encouraged to apply.*

*Our culture is grounded in the values of collaboration, trust, passion and respect. We hire and thrive living these values, and so will the successful candidate.*

*USTMA is committed to protecting its employees and their families from COVID-19. To that end, USTMA requires all employees to provide proof of full vaccination against COVID-19, including all recommended boosters, with reasonable accommodations to any employee who cannot comply with this policy for a legally protected reason. USTMA employees must follow all applicable government, building and USTMA policies regarding COVID-19 mitigation, such as masking, distancing and quarantine.*