



Senior Director of Affiliate Networks and Program Management

Reports to: President and CEO

The **Senior Director of Affiliate Network and Program Management** provides management and oversight to the KAB (Keep America Beautiful) affiliate network of 700+ locally based volunteer driven organizations and works across KAB and its affiliate network to deliver high quality litter, recycling, and beautification programs to include KAB's flagship programs: Great American Cleanup, America Recycles Day, Cigarette Litter Prevention Program and MLK Jr. Blvd. Granting Initiative. The position leads a team of Regional Directors and other programmatic and affiliate staff to assure coordinated, meaningful delivery and reporting on programmatic initiatives, affiliate expectations and strategic impact. The Senior Director will lead collaborative design of programs and initiatives, coordinate evaluation strategies and reporting, lead staff/stakeholder engagement strategy, serve as key programmatic relationship contact for corporate partnerships, and manage implementation of high-quality programs and corporate employee engagement opportunities.

The Senior Director provides leadership to the network including providing best practice expertise for environmental programs and events and advancing knowledge sharing of best practices that emerge from the network. She/He/They foster collaboration throughout the network and monitor growth of affiliate engagement in the new online Affiliate Hub, and mentor affiliates in fundraising, organizational management, and program management. She/He/They attend key conferences of affiliates and network partners to develop relationships and identify best practices and opportunities. The right leader will practice a high degree of customer-centered leadership ensuring timely and accurate responses to inquiries and requests for information. The Senior Director also leads initiatives to recognize and celebrate affiliate success through awards programs, case studies and storytelling. She/He/They serve as executive sponsor for KAB's annual National Conference, ensuring the delivery of a dynamic, engaging, and valuable event.

The Senior Director develops and produces with colleagues the resource materials required for program implementation, including but not limited to, program guidance, resource, and collateral materials, purchasing and managing distribution of program supplies, and identifying and tracking program results. This position leads delivery of organizational requirements from affiliates, including the collection of annual affiliate dues and affiliate reporting requirements. The Senior Director champions the importance of maintaining high-quality data in Salesforce and leveraging Salesforce to track and build effective communications with affiliates and effective program management. This position also oversees the management and delivery of program grants to affiliates and stakeholders,

This position is responsible for preparing, monitoring, and executing the annual budget for the affiliate network activities and employee engagement collaborating with the development team. This position participates as a member of the organization's senior management team including setting the strategic program direction for the Organization, and as a key subject matter expert in sustainable materials management programs, drafts program policies and procedures as needed to support the Organization's affiliate network,

and other related work as apparent or assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

Responsibilities:

- Provides and exhibits outstanding customer service, teamwork, and organizational commitment.
- Supports the KAB Affiliate Network by managing the day-to-day operations of KAB programs.
- Develops and manages programmatic and grants budgets
- Prepares and submits program status reports for presentation to the Board of Directors, Sponsors, and Affiliate Network.
- Collaborates with peers to lead and create innovative programming to further the organizational mission, Identifies, reviews, and approves plans and proposals and works with program staff to coordinate and monitor workflows.
- Manages a high-performing team of regional directors responsible for support and training of the affiliates and state leaders. Creates a positive working environment while supervising, coaching, and overseeing the professional development of staff.
- Attends and presents at State Affiliate conferences as necessary to strengthen the relationship between national and local affiliates. Manages and implements KAB grant programs, leading process to establish grant guidelines and program implementation materials, issuing, reviewing, and awarding grants, approving grantee final reports, and preparing an annual report.
- May serve as a subject matter expert spokesperson for media inquiries.
- Incorporates the KAB Model for Change throughout KAB programming and in day-to-day decision-making within the Organization.
- Serves as Executive leader of the Organization's National Affiliate Conference Supports the overall organization as a key member of the leadership team.
- Performs other related tasks as required.
- Ability and flexibility to travel 15-20% of the time annually, including overnight travel. Primarily domestic U.S.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles of community improvement and sustainable environmental and materials management and greenspace creation and management.
- Ability to translate trends and stakeholder feedback creatively and innovatively into programs and training opportunities for community environmental, litter abatement, and recycling organizations.
- Understanding of affiliate networks and models for successful leadership of these high-performing non-profit, government, and hybrid structures
- High-level communications skills; able to be a good listener and communicate ideas effectively both orally and in writing and in a collaborative solution-building approach.
- Strong abilities to establish and maintain effective working relationships with associates, including time management.

- Exceptional project manager with demonstrated ability to manage multiple demands requiring a customer-service sensibility, quality record keeping, and attention to detail.
- Knowledge of general laws and administrative policies, practices and procedures governing nonprofit and community improvement organizations
- Familiarity with CRM (Salesforce) and project management software (ASANA) or comparable tools and an ability to adopt new technologies and processes quickly
- Knowledge of accounting principles, practices, rules and regulations and the ability to manage grant budgets and review contracts and invoices.
- Skill in the use of standard office software applications, specifically Microsoft Office products, including Outlook, Word, PowerPoint, and Excel.

Education an Experience:

Master's degree with coursework in public or business administration, environmental studies, sustainability, or related field and extensive experience in nonprofit management and private sector environmental or materials sustainability, or equivalent combination of education and experience. Minimum of 7-10 years of work experience in organizational management, business development, nonprofit leadership, environmental programs, and operations.

What You Will Get

You will be a member of an energetic team dedicated to the fulfillment of KAB's mission. Just as KAB envisions a country in which every community is a clean, green, and a beautiful place to live, we also strive for our organization to be a beautiful place to work including:

- Generous benefits package
- liberal leave
- remote work culture
- Salary Range: \$130-\$150,000 annual

Physical Requirements:

The KAB headquarters is in Stamford, CT but this position may be remote

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has limited exposure to environmental conditions; work is generally remote but may include work in a moderately noisy location (e.g. business office, light traffic).

Please send a cover letter and resume to recruiting@KAB.org
Please put the position title in the subject line, thank you.