



**Job Title:** Program Director  
**Employer:** Resource Central; Boulder, CO  
**Job Status:** Full-time, Exempt  
**Reports To:** President

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### **About Resource Central**

We're an award-winning nonprofit based in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our innovative programs in water, energy, and waste have helped more than 700,000 people improve their homes, conserve natural resources, and save money. Learn more at: [ResourceCentral.org](http://ResourceCentral.org).

*Candidates with a commitment to incorporating diversity, equity, inclusion, and accessibility practices and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds are encouraged to apply.*

### **Job Purpose:**

The Program Director leads our popular building Materials Reuse program -- a national model for reducing waste that has diverted more than 50 million pounds of materials from landfills. Our Reuse program accepts donated building materials and makes them available to community members at affordable prices so they can improve their homes, make needed repairs, and live more sustainably. The Program Director leads program strategy, operations, people management, safety, impact, and financials. In addition to overseeing retail operations for a \$1M program, the Program Director is responsible for leading inventory acquisition and off-site deconstruction pick-up strategy. As a member of the senior leadership team, this person is also responsible for developing & implementing strategic priorities, leading with integrity, building a positive culture, and maintaining key relationships with community partners.

This role is at our Boulder facility at 6400 Arapahoe Rd in east Boulder. The salary is in the \$72,000-\$90,000 range. Resource Central provides tremendous benefits including health, dental, vision, life insurance, 403b retirement plan with match, generous paid time off and paid holiday offerings (including the last week in December, which is a paid holiday week off), reimbursement on a fitness membership, free bus pass and more. This is a high-profile position leading one of the region's top conservation programs.

### **Principal Responsibilities:**

- Manage an extended team of approximately 15-20 staff members and supervisors for a nearly \$1 million program.
- Oversee hiring, training, staff performance management, reviews, and retention.
- Creates a positive work environment and fun culture for all employees in line with Resource Central's values and conservation mission.
- Responsible for developing program budget and managing to financial goals.

- Incorporate retail best practices and ensure POS systems are maximized for efficient customer experience, internal controls, and reporting.
- Responsible for promoting a safe environment to ensure full compliance with OSHA health & safety standards.
- Identifies program challenges and implements solutions.
- Organizes and leads staff meetings. Serves as manager on duty as needed.
- Ensures proper flow of materials and determines how materials are priced, displayed, and handled.
- Exemplifies the expectations of a high-integrity leader on duty and consistently models the brand, and high customer service standards in behavior and appearance.
- Responsible for mitigating conflicts and de-escalating customer situations as needed.
- Serves as a member of senior leadership team and collaborates with other programs across the organization and with community partners.
- Cultivates a strong sense of diversity, equity, and inclusion.

**Qualifications:**

- Minimum 4 years staff management experience responsible for hiring, performance management, and building a positive team culture.
- Demonstrated experience as a strategic thinker, setting big goals and achieving them.
- Budget management experience developing and meeting budgets.
- Availability to oversee 6-day-a-week customer retail operations and facility.
- Commitment to creating a welcoming environment for a diverse, multi-cultural community of program participants and staff; must be able to get along with anyone and everyone.
- Must have valid driver's license for occasional local travel, primarily within Boulder County.
- Home improvement and construction knowledge are a plus. Bilingual preferred. Friendly and a fun attitude are a must.

To apply please send a resume to [HR@resourcecentral.org](mailto:HR@resourcecentral.org) with the subject line "Program Director\_Your Name"

*Resource Central is committed to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, gender, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based on these grounds.*

*Resource Central is a 100% COVID-19 vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.*