

REPORTS TO: Director of Operations

TYPE OF EMPLOYMENT: Full time, Exempt

The Position

The **Director of Waste Recovery** is a key leadership role responsible for shaping and advancing I Love A Clean San Diego's waste recovery strategy. The Director oversees recycling compliance, SB1383, and waste diversion programs including management of WasteFreeSD.org which connects users to over 2,000 recycling and reuse centers. In addition, the Director oversees outreach and education programs related to countywide decarbonization initiatives and San Diego County's Waterscape Rebate Program, helping residents, businesses, and agricultural producers access information, incentives, and resources that support water and energy conservation.

The Director ensures contract compliance, oversees multiple government and grant-funded programs, manages department budgets, cultivates regional partnerships, and represents ILACSD in public, media, and government settings. This role requires strong leadership, financial, staff, and contract management expertise, excellent communication skills, and deep knowledge of local and state waste regulations. Success in this role requires executive-level program leadership, strategic thinking, and the ability to build and strengthen external relationships. Candidates will have strong program management, staff leadership, and communication skills, as well as experience in environmental education and community outreach.

Areas of Responsibility:

Program/Staff Management & Strategic Oversight– 60%

- Lead the development and execution of long-term strategic vision for ILACSD's waste recovery programming, identifying opportunities for growth and innovation for WasteFreeSD and all department programs.
- Oversee waste recycling infrastructure programs including inspections; coordination with haulers, school districts, and businesses; training for staff and students; and monitor success
- Foster a collaborative and high-performing team culture, guiding staff through mentorship, feedback, and professional growth opportunities.
- Oversee outreach and education programming related to Countywide decarbonization programs and San Diego County's Waterscape Rebate Program, with a focus on rain barrel workshops, outreach booths, and helping residents understand rebate eligibility, benefits, required next steps, and available water and energy-saving improvements.
- Collaborate cross-departmentally to support other ILACSD events and programs as needed

Administrative & Budget Oversight– 20%

- Oversee Waste Recovery team operations, including coaching, performance documentation, workload management, and hiring and onboarding
- Create and monitor annual operating budget for the Waste Recovery Department and track milestones
- Monitor and evaluate program impact and ensure contract deliverables are met
- Facilitate department meetings and maintain safe working conditions for employees
- Generate and monitor monthly and ongoing status reports
- Establish department goals and ensure excellence through effective resource allocation, process optimization and continuous improvement
- Other duties as assigned by the Director of Operations

Community Outreach & Partnership Stewardship– 20%

- Build and maintain positive partner relationships (e.g. schools, community organizations, government agencies)
- Act as a liaison between ILACSD and donors; balance partner goals, team capacity and ILACSD priorities, including communicating contract and grant requirements to staff

- Identify and pursue creative opportunities for outreach to accomplish goals and expand ILACSD's reach including media and press interviews
- Represent ILACSD at public-facing events including government meetings, conferences, and corporate meetings to enhance the organization's visibility and partnerships

What Success Looks Like:

- Enhanced performance of WasteFreeSd.org, increasing user engagement and expanding reach
- Staff are effectively managed, supported and aligned with ILACSD goals and values
- Programs consistently meet or exceed deliverables, contract requirements and quality standards
- Department budget is well-managed with clear accountability and timely reporting
- Ability to handle confidential information tactfully; exercise discretion and independent judgment
- Success in educating the San Diego region on proper recycling practices

Core Competencies:

- Exceptional leadership, organization and time management skills; strong attention to detail and ability to prioritize competing demands
- Strong verbal and written communication skills, including the ability to convey complex environmental programs, incentives, and rebate requirements clearly to diverse audiences. Strong interpersonal and relationship-building skills
- Ability to work independently, anticipate challenges, and troubleshoot proactively
- Knowledge of waste diversion, circular economy principles and recycling challenges in San Diego County
- Ability to mentor, coach and evaluate staff performance
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Qualifications & Skills:

- Bachelor's Degree
- Minimum of 7 years of relevant work experience, with demonstrated experience managing programs, staff, and budgets
- Proven experience in in grant and contract administration including research, submissions, stewardship, and compliance; experience with grants to support environmental programs and activities preferred
- Proficiency in Microsoft Office (PowerPoint, Excel, and Outlook), CRM experience preferred
- Valid California driver's license and DMV record acceptable to ILACSD's vehicle insurance carrier required; ability to drive organization vehicles and rented vehicles, including large U-Haul trucks, as needed
- Ability to work flexible hours as needed that will include weekends and/or evenings
- Must be able to lift and move objects up to 50 lbs
- Spanish language skills a major plus. Bilingual highly preferred (see Bilingual Pay section below)
- Ability to sit, stand, and walk for extended periods, including long distances at events
- Ability to successfully complete a post-offer background check

ILACSD will consider reasonable accommodations for qualified candidates who are unable to meet certain physical requirements

COMPENSATION & BENEFITS

- \$70,304 annual salary
- Access to an onsite gym with modern equipment for training and wellness
- Access to an onsite golf simulator for recreation and team-building
- Mileage reimbursement at the current California reimbursement rate
- Paid Time Off: 15 days annually to start, with additional PTO accrual based on tenure
- Generous paid holiday schedule, including a full day of Birthday PTO
- Employer sponsored health and dental plans (PPO)
- Hybrid work schedule
- 403(b) retirement program with employer match after 90 days
- Professional development opportunities to support continued learning and growth
- A collaborative, mission driven work environment

Bilingual Pay – Spanish/English

Spanish language proficiency is not a requirement for this position. Candidates who are bilingual in English and Spanish may be eligible for a bilingual pay differential. Employees receiving the differential are expected to use their language skills in support of ILACSD's programs and community engagement efforts, which may include communicating with Spanish-speaking community members, supporting outreach efforts, and developing or reviewing Spanish-language materials.

Eligibility for the bilingual differential is subject to successful completion of a proficiency assessment and assignment of relevant job duties. Additional details regarding the differential and assessment process will be provided during onboarding.

I Love A Clean San Diego is a values-driven organization. To read our full mission, vision and values statements please visit [About - I Love A Clean San Diego](#). It is essential all team members exhibit the following core values and office culture:

Core Values

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

ILACSD is committed to providing equal access to the application and interview process. Applicants who require a reasonable accommodation to participate in any part of the hiring process may contact jobs@cleansd.org to request assistance.

HOW TO APPLY: Visit the link [Director of Waste Recovery - San Diego, CA | Mission Edge Careers](#).

Application closes on September 18 and candidates will be reviewed on a rolling basis.