Program Director

Keep Texas Beautiful (KTB) is a non-profit organization dedicated to making Texas the best place to live, work, and play by deploying resources for community improvement projects, clean-ups, and youth engagement efforts across the state. Through our Keep Texas Recycling program, we provide assistance and education to support recycling in rural and underserved communities.

Everything we do is focused on mobilizing volunteers to take action by providing them with tools, resources, and training. Our fieldwork includes research on best practices for litter reduction along with the development of community programs to prevent the flow of litter to the Gulf of Mexico.

Founded in 1967, Keep Texas Beautiful’s work is driven by its network of nearly 300 affiliate communities, volunteers, and supporters that reach 17 million Texans annually. Keep Texas Beautiful is an affiliate of Keep America Beautiful and is an Equal Opportunity Employer.

About the job

We are looking for a self-motivated professional with experience working with communities, managing projects, and conducting trainings. As the Program Director, you will lead the programs team to recruit and support local community affiliates; develop partnerships; and plan and execute all programs, including clean-up programs, award programs, litter prevention programs, and the Texas Litter Database.

This is a full-time, exempt and salaried position with occasional evening and weekend commitments and overnight travel required throughout the year (approximately 10-20% travel). The Program Director reports to the Executive Director and supervises the Program Manager and Project Manager. This position is currently remote, although current plans are for all staff to return to a hybrid in-office/remote work schedule in 2022. Background check for final candidate required. Duties include, but are not limited to:

Programs (Beautification, Litter Prevention and Waste Reduction)

- Serve as primary liaison to TxDOT to ensure contract deliverables, including the Don’t mess With Texas Trash-Off, Fall Sweep, youth programs, and the Governor’s Community Achievement Awards (GCAA).
- Collaborate with the Director of Marketing and Partnerships on program promotion and public relations.
- Execute an EPA Trash Free Waters grant with community partners in three targeted regions of the state.
- Guide the development and maintenance of the newly launched Texas Litter Database, the only statewide litter data repository.
- Develop and implement new programs, engaging partners as relevant.

Community Recruitment, Retention and Training

- Conduct virtual and in-person training on topics such as volunteer recruitment, board development, solid waste management, and program events.
- Assist communities with Keep Texas Beautiful and Keep America Beautiful affiliation and recognition.
- Oversee award programs, including GCAA and Beautify Texas Awards.
- Lead development of educational and training sessions for KTB annual conference.

Other Important Duties:

- Serve as primary liaison to the programs committee of the board.
- Represent KTB to external partners; conduct speaking engagements as required.
- Maintain knowledge of relevant current events, legislation, and other job-related information.
JOB REQUIREMENTS

- Training or teaching experience and a high level of comfort with public speaking
- Ability to manage complex projects and to develop and monitor budgets
- Strong writing and presentation skills
- Leadership skills to guide small team
- Experience working with communities and developing partnerships

MINIMUM QUALIFICATIONS

Bachelor’s degree plus at least five years of experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Nonprofit experience preferred.

SALARY:

$60,000 TO $70,000 depending on experience

BENEFITS:

- Twelve days of vacation on monthly accrual schedule with increases in accrual at two and five years of service; two personal days; two weeks of annual sick leave
- Ten paid holidays in addition to paid week-long shutdown between December 25 and January 1
- Medical coverage including health, dental, vision (KTB pays 100% of employee premium for select plan)
- Optional employee-paid short-term and long-term disability and health and dependent care flex spending account (FSA)
- Monthly $25 cell phone reimbursement
- Option to contribute to 403b retirement plan with up to 3% match and immediate vesting

TO APPLY

Please send your resume and cover letter to jobs@ktb.org with “Program Director” in the subject line.

Keep Texas Beautiful is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe that the diversity of the communities in our network is a fundamental strength. We promote an environment where all individuals, including our staff and volunteers, feel a sense of belonging to help create and sustain clean and beautiful communities around Texas. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.