



IFSCC Executive Director & Operations Manager

Part-Time Position: 20–25 Hours Per Week
\$30/hour or commensurate with experience
Reports to: IFSCC Board of Directors

Contact Board President, Mike DiMucci mike@gpocompost.com

Role Overview

This is a senior leadership role that combines executive strategy with hands-on operations. The ED/OM is the primary administrator of IFSCC, responsible for advancing its mission around composting, organics recycling, and food scrap management across Illinois.

Key Responsibilities

- **Strategy & Leadership** – Execute the Strategic Plan, represent IFSCC at public events and conferences, build partnerships, and support policy advocacy.
- **Membership & Development** – Lead membership drives, fundraise, recruit and retain members across all tiers, identify grants and sponsorships, and grow alternative revenue streams.
- **Financial & Compliance** – Oversee budgeting, invoicing, banking, and all required filings (IRS Form 990, state reports), and maintain nonprofit standing.
- **Board Support** – Prepare agendas, meeting materials, and policy documents; support elections and governance processes.
- **Program & Committee Coordination** – Manage meetings and support seven active committees, supporting through attendance and speaking on behalf of IFSCC during International Compost Awareness Week (ICAW).
- **Communications** – Manage the website, newsletters, email marketing, press outreach, and member communications.
- **Administration** – Maintain records, databases, vendor accounts, and organizational systems via Google Workspace.

Ideal Candidate

Someone with nonprofit or association management experience, comfort with financial oversight and compliance, strong communication skills, and the ability to work independently. Knowledge of composting or sustainability is a plus.

In short: A highly autonomous generalist leader who can think strategically, execute operationally, and keep a mission-driven organization running smoothly — all in roughly half-time hours.