

Highfields Center for Composting Close the Loop Project Manager

Close the Loop!

Highfields' Close the Loop program supports the efforts of communities to develop regenerative food systems through community composting programs. Our Close the Loop programs establish scale appropriate infrastructure and systems for capturing discarded food materials (food scraps) for composting. Highfields offers a variety of services from kitchen to compost site that enable communities and farms to develop effective and enduring programs. We leverage public and private investments to support these programs, as well as offering services on a contractual basis. Our Close the Loop Vermont! campaign is working to establish statewide composting infrastructure in Vermont by 2017, however our contractual service area extends beyond Vermont to wherever the demand for our services and programs exist. Our Close the Loop program also provides composting services to special events, such as music festival and county fairs, and a volunteer program.

Job Description (*full time*)

The Project Manager is responsible for managing the development and implementation of Highfields' Close the Loop! food scrap recycling programs and our Close the Loop Vermont! campaign. In this regard the Project Manager is charged with developing, implementing and managing our statewide campaign efforts and the development of individual programs. This includes soliciting and securing partners and contracts for new programs, designing new programs, and overseeing and carrying out their implementation. The Project Manager is in charge of managing project timelines, budgets and deliverables for grants and contracts. The Project Manager will carry out tasks specific to marketing and solicitation of food scrap generators (businesses and institutions who dispose of food) to participate in community composting programs. The Project Manager is supported by the Outreach Coordinator and works collaboratively with other project, administrative and technical staff to execute programs. A comprehensive list of tasks is shown below.

Specific Responsibilities

- Develop the Close the Loop! Program model to increase efficiency and efficacy, including new aspects of programming such as grassroots community organizing, creative community financing, Highfields' managed hauling programs, membership programs and related innovations that make practical advancements in the community composting program model.
- Coordinate and develop Close the Loop Vermont! campaign, including partnership development, campaign communications and promotion, strategic planning and organization.
- Outreach, marketing, promotion to prospective clients, partners, and program participants, including frequent public speaking and presentations.
- Oversee program development and implementation, including:

- strategic planning,
- budget development and management,
- staffing and volunteers,
- timeline and work plan management, and
- overall project management, including meeting facilitation, contract negotiations and development, and partner relations.
- Develop educational, instructional, outreach and marketing materials.
- Provide food scrap separation trainings to participating business and institutional staff and students.
- Manage generator data collection and distribution
- Coordination of statewide composting efforts with partners.
- Organize customer follow-up visits, collect data, and conduct customer re-trainings as needed in order to ensure program integrity and customer relations.
- Equipment and supplies purchasing.
- Participate in project related grant writing and fundraising, as well as reporting and presentations.
- Promotion and outreach regarding composting to general public.
- Oversee Close the Loop Volunteer program.
- Oversee Outreach Coordinator.

Offering

- Full time position
- Competitive wages
- Benefits, including:
 - Health insurance plan
 - Compost – one cubic yard free per year, additional volumes at wholesale prices
- Flexible schedule – family friendly environment
- Dynamic, driven, fun community of co-workers
- Opportunity to effect significant change in our food system in tangible outcomes