

Zero Waste Providence is Hiring a Visionary Manager!

Providence, Rhode Island (Hybrid / Community-Based)



About Zero Waste Providence (ZWP)

Zero Waste Providence's mission is to create opportunities for Providence residents to participate in sustainable lifestyles and circular economies. ZWP advances its mission through grant-funded community education and outreach programs, volunteer engagement events, and advocacy initiatives with local and state government to reduce waste, promote sustainable behaviors, and support environmental and social justice.

The organization collaborates with local and state agencies, community organizations, businesses, and other regional sustainability partners to implement programs and events that promote zero waste practices. ZWP is entering a new stage of development following a period of successful grant acquisition and program growth.

ZWP in the news:

[Zero Waste Providence and their community-based recycling campaign kicks off](#) and

[A Recycling Crisis in Providence Drives 2026 Changes](#)

Why Join Zero Waste Providence

This is an opportunity to lead a mission-driven organization at an important moment of growth! The Visionary Manager will play a central role in shaping the next phase of the organization's development, expanding programs, strengthening operations, and deepening community impact. This role offers the opportunity to:

- Shape the long-term strategy of a growing environmental nonprofit
- Help build the infrastructure for a stronger and more sustainable organization
- Build partnerships that advance sustainability and environmental justice
- Expand community engagement around waste reduction and circular economies
- Lead programs that directly impact local environmental outcomes

Position Overview and Key Responsibilities

The Visionary Manager provides strategic leadership and operational management, and collaborates with the Board to implement the organization's mission and deliver impact. The Visionary Manager's key responsibilities are:

1. Strategic Leadership and Program Impact

- Lead organizational strategic planning in collaboration with the Board of Directors.
- Translate strategic priorities into programs, projects, and measurable outcomes.
- Direct the implementation of grants and funded initiatives.
- Oversee project execution and ensure compliance with grant requirements.
- Maintain and expand partnerships with municipal agencies, community organizations, and regional collaborators.

2. Grant Writing and Fundraising

- Develop and implement fundraising strategies to ensure long-term financial sustainability.
- Lead grant writing, donor cultivation, and foundation outreach.
- Identify and pursue new funding opportunities and partnerships.
- Provide regular financial and fundraising updates to the Board.

3. Organizational Management and Operations

- Supervise a small staff and teams
- Lead communication with members and the public, and oversee activities of the social media team.
- Maintain an active calendar of community programs, events, and initiatives.
- Deliver regular operational and program reports for the Board.
- Delegate duties when necessary

Initial Priorities

- Expand fundraising capacity and diversify revenue sources.
- Increase volunteer engagement and public presence of ZWP.
- Strengthen partnerships with municipal and community organizations.
- Strengthen internal management systems.

Qualifications

- Experience managing program/projects and collaborative initiatives.
- Demonstrated ability to raise funds through grants OR fundraising and relationship-building skills
- Persuasive written and verbal communication skills.
- Experience leading a small or growing nonprofit organization, OR experience working in nonprofit leadership, program management, or organizational operations
- Ability to be flexible and have a sense of humor in a collaborative and evolving organization

Desired Qualifications

- Experience in environmental sustainability, waste reduction, or climate initiatives, OR commitment to environmental sustainability and social and environmental justice.
- Experience building grassroots engagement or community-based programs, or ability to work effectively with diverse stakeholders and community partners.
- Organizational leadership and team development
- Financial stewardship and accountability
- Public communication and advocacy skills

Compensation and Schedule

This is a part-time position averaging approximately 20 hours per week. The position begins as a six-month contract with the possibility of extension based on performance, and organizational needs and funding.

- Compensation: \$30 per hour
- Accrued paid time off: 10 vacation days and 5 sick days annually
- Health, dental, vision, and retirement benefits are not currently offered. However, the position includes a \$200 monthly health care allowance

Application Instructions

Candidates should send an email with “ZWP Visionary Manager” in the subject line to: zerowasteprovidence@gmail.com by May 10, 2026. Please include a current resume and cover letter in your application. Qualified candidates will be contacted directly.