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## Director of Operations

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### What is LPMA powered by Interchange 360?

The Lubricant Packaging Management Association (LPMA) powered by Interchange 360 was created by the producers of petroleum and automotive products with the purpose of providing Extended Producer Responsibility (EPR) compliance options for its members and supporting the development of circular material management solutions for their petroleum-based and related products and packaging.

As a 501(c) nonprofit, LPMA powered by Interchange 360's directive is to provide the Producers of petroleum and automotive products with sustainable, transparent, and cost-effective support for their EPR Compliance needs and their Circular Economy objectives.

### Position Overview

Reporting to the Chief Executive Officer (CEO), The Director of Operations will oversee the operational activities of LPMA powered by Interchange 360, ensuring alignment with the organization's mission to support sustainable and compliant material management solutions for the petroleum and automotive sectors. This role is pivotal in driving efficiency, ensuring regulatory compliance, and fostering innovation in circular economy practices. The ideal candidate will have a deep understanding of the petroleum industry, EPR laws, and sustainable material management.

### Key Deliverables for the Role

#### Program Planning and Regional Recycling Operations

- Lead and manage daily operations to ensure effective implementation of EPR compliance programs and develop and implement operational strategies, processes, and systems to enhance efficiency and service delivery.
- Formulate and implement the Program Plan for circular material management solutions in all states, aligning with the LPMA State Response Plans.
- Ensure proper registration and identification of service providers (haulers and processors) supporting regional operations.
- Engage communities, stakeholders, local governments, and haulers to facilitate the implementation of EPR and circular economy solutions.

- Build strong relationships with service providers, understanding their capabilities and identifying regional end markets for petroleum-based materials.
- Drive regional improvements as outlined in the Program Plan, convening key stakeholders to implement sustainable solutions.
- Monitor key performance indicators (KPIs) and ensure alignment with organizational goals.
- Ensure compliance with state Extended Producer Responsibility (EPR) laws.
- Oversee data management, tracking, and reporting obligations for the region.
- Develop and deploy education and communication campaigns targeting program compliance and performance across diverse communities and producers.

#### **Leveraging National Services:**

- Collaborate with the national central services to secure necessary services, including IT, legal, finance, HR, and procurement support.

#### **Stakeholder Engagement:**

- Build productive and trusting relationships with state departments and work collaboratively to ensure program plans are approved, reporting occurs, and issues are resolved in a timely manner. Engage and support other relevant state bodies and advisory committees.
- Cultivate strong communication channels with advisory boards and their member stakeholder groups.
- Map and prioritize critical stakeholders in the media, NGOs, communities, and elected officials, building strong relationships and engagement strategies to enhance LPMA's reputation and manage any issues.
- Represent LPMA at official matters, including media interviews, conferences, related events, and support marketing efforts.
- Liaise with regulatory bodies and ensure timely reporting and documentation.
- Facilitate communication and collaboration between producers, recyclers, and other key partners.

#### **Financial Management:**

- Develop and manage the state budget, ensure financial targets are met, oversee financial reporting for each state, and ensure cost-effective operations.
- Work with the national central services to set annual operating budgets, update relevant forecasts, and manage the financial performance of the regional operations.
- Identify approaches to manage costs, improve efficiency, and leverage national services to avoid duplicating costs and resources.

### **Talent Management:**

- Recruit, train, and develop a high-performing operations team and foster a culture of excellence, accountability, and continuous improvement.
- Develop and implement a regional resourcing plan, including key hires, sequencing, and overall cost management.
- Partner with the national organization to recruit and hire critical regional employees to deliver the program plan and support recycling operations.

### **Sustainability and Innovation:**

- Drive initiatives to promote circular economy practices and sustainable material management and identify and implement new technologies and processes to enhance recycling and material recovery.
- Support the development of strategic partner relations in coordination with the national organization.
- Oversee contract management, complaints management, and issue resolution.

### **Qualifications**

- Bachelor's degree in Business Administration, Operations Management, Environmental Science, or a related field.
- A minimum of 10 years of experience in operations management, preferably within the environmental, petroleum or automotive sectors.
- Experience managing compliance with environmental regulations and laws and a strong understanding of circular economy principles is preferred.
- Proficiency in using operational management software and tools.

### **Personal Attributes**

- Strong leadership and team management skills with the ability to inspire and drive change within the organization and industry.
- Superior analytical, problem-solving, and decision-making abilities.
- Exceptional communication and interpersonal skills with the proven ability to build and maintain effective working relationships.
- Committed to maintaining high standards of integrity and transparency in all operations

### **Compensation and Other Benefits**

- The annual base salary range for this position is \$165,000 - \$185,000. The actual base salary offered to a successful candidate will be based on a variety of factors in accordance with

applicable law, including the successful candidate's relevant experience, skills, knowledge, and work location.

- In addition to base salary, this role is eligible for medical, dental, and vision benefits, life insurance, 401k matching and paid time off.
- Professional development opportunities.
- Flexible working arrangements.