

Position: Program Director for the NEK Collaborative



Organizational Description: Representing a diverse array of regional stakeholders, the *NEK Collaborative* seeks to improve the quality of life for all residents of the NEK through coordinated economic and community development. By convening dialogues and conversations about current and long term challenges, the NEK Collaborative mobilizes and spurs existing non-profits, organizations, businesses, and community groups to act on their own and together to address these issues. The Collaborative serves as the catalyst for strategic conversations and organic collaborations to effect meaningful attention and investment in NEK communities.

- **Reports to:** The NEK Collaborative Board Chair, Sarah Waring, ED of Center for an Ag Economy
- **Compensation:** \$30/hr, 20hrs a week, 52 weeks
- **Conditions of Hire:** This position is designed to grow over time for the right applicant. The Director will be contracted for 12 months, based out of NEK-partner org or home office, and will be coordinating with both the NEK Collaborative and Vt Council on Rural Development, the grant fiscal agent. The intention for the position is that the ideal candidate will assist with the strategic direction and long term growth for the NEK Collab. Reliable transportation for this individual is needed – the position will require travel.

Position Description: The Program Director works closely with the NEK Collaborative Board to achieve the organization's mission through the strategic convening of community members, non-profit leaders, economic and community development professionals, and political leadership. The Director will serve as both the face of the organization and provide logistical support for both the Board and the Collaborative's initiatives. This Director is expected to assist in the planning for the long-term sustainability of the NEK Collaborative, and to help design the strategies and structures to advance economic and community development for our region.

Responsibilities:

- Work with the Board to advance the capacity of the NEK Collaborative to unify and advance community and economic development for the improvement of the quality of life in the NEK.
- Conduct extensive community outreach to engage the Northeast Kingdom in a conversation about realizing its community and economic development goals.
- Develop, promote, and execute multiple stakeholder convenings.
- Provide logistical support to the Collaborative by organizing regular meetings of the Board, developing meeting agendas, and maintaining minutes and grant tracking responsibilities.
- Manage the Collaborative's communication efforts including website, earned media, and Board listserv.

- Develop and maintain critical strategic relationships both on Collaborative Board and with the wider community.
- Work closely with representatives of USDA Rural Development as well as other federal agencies to meet the NEK Collaborative's responsibilities as the lead community organization for maintaining the region's REAP Zone designation.
- Help achieve organization sustainability through grant writing and developing cost-sharing partnerships.
- Other duties as assigned.

Essential Traits:

- A passion and deep familiarity with the Northeast Kingdom and its people.
- A commitment to community led planning and action.
- Comfort and ease in diverse social settings.
- Ability to thrive in an unstructured environment.
- Attention to detail.
- Ability to listen to, synthesize, and contrast diverse points of view.

Essential Skills and Qualifications:

- Excellent facilitation skills.
- Excellent verbal, written, and interpersonal communication skills.
- Understanding of social media and online tools that can strengthen community and economic development efforts.
- Ability to work independently and with various groups.
- An understanding of the critical stakeholder groups in the NEK.
- BA/BS degree required.
- 3-5 years experience in community and economic development or related field

TO APPLY:

Send your **Resume, a Letter of Interest and Contact information for 3 references** to:

EMAIL TO: Sarah Waring, NEK Collaborative Board Chair sarah@hardwickagriculture.org

For questions, please use email above.

DUE DATE: August 18th, COB.