



## **Program Director Job Announcement**

Smart Growth Vermont is a non-profit organization whose mission is dedicated to forging growth and conservation solutions for Vermont communities and rural countryside. We work with local officials, developers, non-profit organizations, political leaders and businesses to understand the factors that are changing our state, and to develop creative land use and development policies to increase our prosperity and protect Vermont's distinctive landscape. We are seeking a Program Director with a strong record of achievement to manage and expand the programs for our respected organization.

### **General Duties of the Program Director**

Smart Growth Vermont is seeking a full-time Program Director. The ideal candidate will be a person with vision and energy and will have the necessary skills to work with the Executive Director to develop and implement our evolving and dynamic programs. The Program Director assists communities by leading workshops and trainings on smart growth policies and by developing tools and resources. The position also requires working directly with Planning and Select Boards to develop and implement town plans and bylaw updates, as well as policy and educational material. The Program Director also assists the Executive Director in the state legislature on initiatives directed towards achieving the organization's mission and goals.

### **Specific Responsibilities:**

- ✓ Lead, implement and evaluate the organization's direct assistance to communities with support from the staff, volunteers and interns by:
  - Marketing and outreach to communities about the programs and assistance we offer;
  - Developing partnerships with key communities for our Community Planning Partnership;
  - Writing RFPs, and proposals to work with communities and then managing the projects. This includes invoicing, drafting municipal plans, bylaws and community policies, managing sub-contractors, tracking spending, sending out invoices and evaluating the work;
  - Working with Executive Director to communicate progress to the Board.
  - Drafting town plan and bylaw language;
  - Conducting a full range of public engagement activities;
  - Overseeing general program management;
  - Drafting regular web updates;

- Managing program grants including drafting reports, tracking deliverables and managing program financials;
  - Working with Development Director to seek new grants and draft proposals;
  - Drafting organizational communication pieces;
  - Participating at quarterly Board meetings.
- ✓ Oversee maintenance of our online Community Planning Toolbox by:
    - Providing a vision for the ongoing development and maintenance of the Toolbox;
    - Working with staff and volunteers to add new resources;
    - Identifying opportunities to partner with other organizations to develop new resources.
- ✓ Coordinate outreach and training sessions on land use issues for Vermont communities and organizations by:
    - Promoting the availability of staff for presentations at meetings, conferences and events;
    - Preparing and presenting training sessions.
- ✓ Participate in the organization's legislative work by:
    - Working with our legislative partners, Board and staff to develop and implement an annual legislative agenda;
    - Preparing and periodically presenting testimony before legislative committees;
    - Drafting legislative proposals;
    - Maintaining contact with the organization's government services representative.

## **Qualifications**

- Demonstrate a strong commitment to the mission and goals of the organization;
- Have a Masters in land use planning, community development or other related field or possess equivalent in demonstrated experience;
- Have a proven record and 5+ years of experience leading and managing programs, and supervising staff/sub-contractors;
- Be comfortable working with individuals and groups from diverse backgrounds;
- Have knowledge of, and/or experience in: land use planning and law; community and economic development; housing and transportation issues; and legislative, state and local government process;
- Be familiar with working in a non-profit organization, possess excellent oral and written communication skills, and be willing to assist with public relations, fundraising and preparation of grant proposals;
- Familiarity with Vermont issues is a must;
- Knowledge of broad range of community and land use issues;
- Some travel and evening work will be required;

- Ability to handle multiple tasks and meet deadlines;
- Must be a strong team supporter and participant.

Salary and benefits are competitive and commensurate with experience. Please send your resume, two writing samples - one technical and one appropriate for a general audience - and a letter characterizing your interest and salary expectations. All applications will be treated in confidence. Position will remain open until filled. Please email application materials to [serena@smartgrowthvermont.org](mailto:serena@smartgrowthvermont.org) or by mail to Noelle MacKay, Executive Director, Smart Growth Vermont, 110 Main Street, Burlington, VT 05401. No phone calls, please.

Smart Growth Vermont is an equal opportunity employer. To learn more about our organization, please visit [www.smartgrowthvermont.org](http://www.smartgrowthvermont.org).