

Vital Communities - Position Description

Mission Statement:	Vital Communities engages citizens, organizations, and communities in creating solutions to our region's challenges.
Position Title:	LEADERSHIP UPPER VALLEY MANAGER
Responsible To:	Executive Director
Date:	September 21, 2017
Status:	Regular, Exempt, Part-time (20 hr/wk (.5 FTE) equivalent)
Location:	White River Junction, Vermont

Essential Duties and Responsibilities:

The Leadership Upper Valley Manager is responsible for managing the Vital Communities Leadership Upper Valley Program to inspire, educate, and engage leaders to better serve Upper Valley communities.

Program Activities and Recruitment

- Implement successful 10-month Leadership Upper Valley program as outlined in work plan:
 - Oversee the successful execution of all aspects of Leadership Upper Valley, its program days, and related activities (e.g. receptions, graduation, alumni programming, outreach)
 - Recruit and work with qualified volunteer Day Planners to design and implement the curriculum for the session days
 - Manage all logistics for the session days (food, space, materials, etc.)
 - Ensure consistent program improvement and renewal, using personally administered monthly feedback/evaluation loops and year-end survey from participants
 - Work with the Recruitment Committee to create and implement a strategy for Leadership Upper Valley class recruiting; with Committee, review and approve applications
 - Award scholarships as needed
- Engage alumni through Leadership Upper Valley Learning Community events and activities throughout the year

Program Planning, Outcomes, and Measurement

- Work with the Executive Director and Board of Governors to update work plan annually
- Use SMART Goals to develop ambitious and achievable program benchmarks and outcomes; design a work plan to meet the goals of the program, including the regular 10-month program and LUV Learning Community
- Plan for future projects to enhance the program (dependent on funding and staffing)
- Report on progress made toward outcomes to the Vital Communities Board of Directors and the Leadership Upper Valley Board of Governors

Board of Governors and Committee Administration

- Administer Board of Governors and committee meetings: work with Board Chair to develop agenda; notice meeting with appropriate reminders and related materials; ensure that minutes are taken and distributed
- Support other Leadership Upper Valley committees, including Recruitment, Development, and Alumni committees

Fundraising

- Establish reasonable fundraising goals for Leadership Upper Valley, including tuition, event sponsorship, corporate sponsorship, scholarships, and individual gifts
- In coordination with the Executive Director and Board of Governors, develop and implement fundraising plan, including direct solicitation
- In coordination with the Events Coordinator and Leadership Upper Valley Development Committee, plan and execute LUV fundraising events, particularly the annual Heroes & Leaders celebration
- Work with class volunteer and donors to raise funds for scholarships

Program Promotion

- In coordination with Communications Manager, create and implement a program communication plan that makes strategic use of available communications
- Regularly update Leadership Upper Valley website with program information
- Work with Communications Manager and staff to ensure Leadership Upper Valley is appropriately represented in all Vital Communities communication channels

General Expectations of All Staff

- Understand and support the mission of Vital Communities as expressed by the Board
- Network with allied organizations and initiatives
- Coordinate and integrate efforts with staff working on other Vital Communities programs
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems including blogs and the website
- Greet the public through all channels of communication with courtesy and respect
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones
- Employ good communication skills by sharing information, listening to others, and giving positive input
- Work as a team member by helping others and making suggestions for improvements

Support Available to All Staff

- Opportunity to set professional development goals with supervisor
- Regular staff meetings
- Staff handbook updated regularly, with description of employment benefits and restrictions

Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, religion, national origin, veteran status, sexual orientation, or disability with respect to employment, volunteer participation, and the provision of services.

To Apply: Email cover letter and resume (PDF format) and three references to HR@VitalCommunities.org. Staff will begin reviewing resumes October 1, 2017. Resumes and letters will be accepted until the position is filled.