



VCRD Village Trust Initiative Director Job Description

The Village Trust Initiative Director will lead VCRD's work on the new Village Trust Initiative, a partnership between the Vermont Council on Rural Development (VCRD), Preservation Trust of Vermont, and the Vermont Community Foundation. The Village Trust Initiative will support 20 Vermont towns with 2,500 or fewer residents in advancing transformative brick and mortar projects and in the formation of "community trusts" that will lead community preservation and revitalization projects. The initiative will result in deep community engagement to develop an appropriate project, identify implementation funding and administrative support and project management for the project, and increase community capacity through the empowerment of a local 501c3 (the community trust or another similar existing entity). The Initiative Director will oversee VCRD's portion of the initiative including program development, community selection, community engagement design and facilitation, and supporting formation of the Trust organization. The Director will then work closely with the Preservation Trust staff as they begin to support project implementation. The Director will report to and work closely with VCRD's Director of Community Engagement and Policy.

The Director must be a team player with excellent communications skills, an eagerness to learn, a strong sense of mission in service to Vermont communities, and a strong grasp of community engagement, facilitation, and project development strategies, particularly as applicable to small, rural communities.

Core Responsibilities:

- With other VCRD staff and initiative partners, design a successful and impactful initiative.
- Establish and foster relationships with program applicants, local leaders, key initiative partners, other stakeholders, and community members.
- With Preservation Trust staff and other partners, outreach to, and evaluation of, prospective communities and projects.
- Design and facilitation of community meetings and strategic planning processes in the 20 selected communities.
- Develop and implement expansive, equitable, and inclusive outreach strategies to invite full community participation in project design and implementation.
- Assist community leaders in the formation or reinforcement of a strong, sustainable, and representative Village Trust organization.
- With Preservation Trust, support initial project implementation with technical assistance and resource connections.
- Support efforts to share the stories of communities and individuals through media communications.
- Lead the collaboration, coordination and leveraging services from many partners, including for example, USDA Rural Development, VT Department of Housing and Community Development, Regional Planning Commissions, Regional Development Corporations, and others.
- Provide progress reports, grant reports, and program updates to staff, board, and partners.
- Evaluate and track goals, outcomes, and community success stories.

Desired Skills and Experience:

- Talent and experience in public process design and facilitation.
- Comfort with public speaking in a variety of settings.
- Experience with program design, including development, outreach, assessment, and implementation of the initiative.
- Excellent writing skills and ability to synthesize contributions from multiple sources.

- Background in community development, municipal leadership, project development, project management, community planning, non-profit management, and/or other related fields.
- Diplomacy and community-building skills to build connections with implementation partners and community members and leaders.
- Listening skills: Ability to grasp complex community or policy dynamics and understand the assumptions and goals of diverse community stakeholders.
- Respect for divergent points of view and ability to balance multiple, sometimes conflicting ideas.
- Commitment to equity, diversity, inclusion, and engaging many perspectives in community discussion and decision-making.
- Strong communication and time management skills and the ability to ensure an initiative is advanced in a timely manner in collaboration with multiple partners.

Position Salary and Benefits:

Salary range of \$60,000-72,000 based on skills and experience; attractive benefit package including generous leave policies and professional development opportunities. The position is a 4-year grant funded position based in the VCRD Montpelier office with the opportunity for some remote work and scheduling flexibility; regular evening meetings; in-state travel required.

Statement of Inclusion

At VCRD, we are committed to the principles of justice, equity, diversity, and inclusion. These values are central to our mission, culture, and vision internally, in our work with communities, and across the full breadth of our programs. We are committed to creating an environment and team that includes and engages a variety of backgrounds, perspectives, styles, and experiences. We are excited to hear from all interested and qualified applicants.

To apply: email letter of interest and resume together in a single pdf by December 21, 2023 to info@vtrural.org.