# Position Description

**Vermont/New Hampshire Director**

<table>
<thead>
<tr>
<th>Title</th>
<th>Vermont/New Hampshire Director</th>
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<tbody>
<tr>
<td>Job type</td>
<td>Full Time exempt, 40 hours a week</td>
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<tr>
<td>Reports to</td>
<td>TBD</td>
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<tr>
<td>Supervises</td>
<td>None</td>
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<tr>
<td>Location</td>
<td>Works remotely in VT or NH</td>
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Founded in 1997, the Northern Forest Center (the Center) works across the 30-million-acre Northern Forest region of New York, Vermont, New Hampshire and Maine, delivering innovative approaches to community economic development and forest stewardship. We bring collaborative leadership, new ideas, and expertise in project management, program delivery, investment, and public policy to the task of rebuilding the region’s economy and revitalizing its communities.

## Responsibilities

The Vermont/New Hampshire Director leads and/or supports the Center’s program delivery across multiple focal communities and at the regional and state levels in northern Vermont and New Hampshire – coordinating work by cross-sector Center teams to develop, implement, and evaluate the work across the two states. Responsibilities include:

### Statewide Engagement

- Provide leadership and coordination for the Center’s multi-sector strategy and program implementation in the Northeast Kingdom and northern New Hampshire.
- Represent the Center in regional and statewide networks relevant to the Center’s mission and breadth of program priorities.
- Track and lead Center engagement with key state policy initiatives – housing, conservation, trails, broadband, etc.
- Facilitate learning and connections among the Center’s focal communities.

### Focal Community Networks & Programming

- Community Relationships: Regularly travel to and represent the Center in targeted focal communities and immediate surrounding areas. Create and maintain relationships with municipal, non-profit, and business leaders. Convene advisory groups to guide Center program development and implementation. Participate in community programs and processes relevant to Center programs.
- Community Support: Provide leadership and capacity to develop and implement programs in collaboration with other Center staff and local partners. Programs may include those that advance community benefit through recreation development, downtown revitalization, municipal infrastructure, and others that align with community priorities and the Center’s mission.
- Property Development: Evaluate potential property development opportunities and identify properties for investment. Work with the staff team to conduct due diligence and develop and implement development strategies. Serve as liaison to local stakeholders and provide oversight,
• Project management, fundraising and contract supervision throughout Center development projects.

• Program Evaluation: Track local progress indicators in accordance with Center evaluation framework.

Organizational Development

• Contribute to regular in-person and virtual staff and team meetings to advance our collective understanding of community investment strategies and impacts.

• Develop and manage project budgets and annual planning.

• Contribute to the Center’s fundraising efforts at the local, state, and regional levels – including grant writing and reporting, and participation in donor visits and special events.

• Develop and contribute content for the Center’s multiple communication platforms – website, social media platforms, Northern Forest New Digest, etc.

• Contribute to, and lead, special projects as requested.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Compensation

Salary range of $60,000 to $75,000 commensurate with experience. The Center provides a full benefits package including but not limited to employer-sponsored health insurance, short- & long-term disability coverage, flexible spending and dependent care accounts, employee-directed SIMPLE IRA with 3% match, 20 paid vacation days, 12-13 paid holidays in accordance with the Federal holiday schedule, 12 days paid sick leave, and a flexible and supportive working environment.

To Apply

Applications will be accepted on a rolling basis, with candidate outreach beginning April 1st. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “VT/NH Director Application.”

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs, or disability.