

## **Vermont Housing & Conservation Board Job Description**

**POSITION:** Director of Policy and Special Projects

**REPORTS TO:** Executive Director

**Classification:** Regular, full-time, exempt

### **Responsibilities:**

The Director of Policy and Special Projects works as a member of the VHCB management team on policy and special initiatives to further the organization's mission of housing, land conservation and historic preservation. The Director supports the Executive Director in VHCB's intergovernmental relations and works to promote the execution of its policies through the effective flow of communication within and outside the organization. This position provides leadership and supports staff in both policy development and special project implementation. The Director helps to integrate strategies that include community development, smart growth, and rural economic development while addressing emerging issues such as climate change, pandemic recovery and water quality. Recent examples of special projects or programs include the Rural Economic Development Initiative, Housing Revenue Bond, pandemic recovery funding, and clean water programming.

### **Duties**

1. With the Executive Director and the Director of Conservation and Rural Community Development, serves as VHCB's point of contact with the Vermont General Assembly, Legislative Council and the Joint Fiscal Office, as well as the Governor's office, cabinet officials, administrative agency managers, and staff.
2. Monitors legislation affecting VHCB's mission, operations and partner organizations, recommends positions and strategies, and provides input to lawmakers.
3. Works with staff to identify and assess new program and resource opportunities for VHCB to increase the availability and quality of affordable housing, land conservation, farm and forest enterprise viability and historic preservation while ensuring a high level of program performance.
4. With the Executive Director and Chief Financial Officer participates in the development of VHCB funding sources and budgets including the annual state budget, capital bill, special appropriations and Clean Water Initiative.
5. Works with VHCB's General Counsel to assure consistency among laws, regulation policy and practice to effectively deliver desired results while assuring compliance.
6. Supervises the Communications Director in developing public facing messaging for the organization.
7. Represents VHCB, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.
8. In coordination with program directors, works with Vermont's Congressional delegation and federal agencies on policy and program funding related to affordable housing, land conservation issues, working lands business viability and historic preservation.

9. Serves as the Executive Director's designee on councils, working groups and boards and participates in regional and national forums on housing and conservation issues.
10. Facilitates communication across the organization related to the Legislature, program funding and policy.
11. The Director may supervise, facilitate implementation, or manage, special programs or initiatives as they are developed.
12. Helps identify ideas for technical assistance to partners, particularly joint efforts involving both conservation and housing practitioners.
13. Works with the Executive Director, management team and the Board to assist with measurement and evaluation of VHCB's impact in its multi-goal mission.
14. Coordinates with those responsible for VHCB's database and document management system to ensure appropriate information is readily available for reporting to the General Assembly Administration and the public.
15. Other duties as assigned

### **Qualifications**

- Successful candidate will have multiple years of policy and program development experience, including with executive and legislative policy makers
- Experience and familiarity with nonprofit management or public administration is required
- This individual must be a strong communicator and presenter
- An educational background in housing, conservation, community development or public administration and policy is desired
- Experience in disciplines identified in VHCB's mission desired
- Other relevant skills include grant writing, advocacy and statistical analysis

### **Salary & Benefits -**

This is a full-time (40 hr/wk) position with a starting salary range of \$80,000 - \$95,000 annually, depending upon experience. Excellent comprehensive benefit package included. Position will be located at the VHCB office in Montpelier, VT. Some remote work may be possible. VHCB is an Equal Opportunity Employer.

- To apply send **letter of interest and resume** to the attention of: [jobs@vhcb.org](mailto:jobs@vhcb.org).