United Way of Northwest Vermont

Join one of the Best Places to Work in Vermont. United Way of Northwest Vermont (UWNWVT) is hiring a Director for the statewide program, Common Good Vermont (CGVT). This position provides overall program management, planning, and leadership to support and strengthen Vermont’s nonprofit sector through a variety of services.

We invite you to bring your unique experience to the CGVT team. In this role, you will:

- Provide overall program management, planning, and leadership within the scope of the program’s statewide strategy and goals.
- Serve as the public face of the Common Good Vermont program creating and maintaining relationships with community partners, members of the nonprofit sector, corporate supporters, and policymakers.
- Collaboratively set and manage the sector advocacy strategy to raise the voice of Vermont’s nonprofits at the local, State, and Federal levels.

At UWNWVT, our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people’s lives. Our wide range of employee benefits reflects that commitment by investing in the overall wellbeing of our staff. We actively foster an inclusive and welcoming culture and offer benefits including health, dental, and vision insurance; generous paid vacation time; 403 (b) contributions; hybrid and flexible schedules; a robust wellness program and more.

To apply, candidates should send via email a resume and cover letter by 09/08/2023 to: hiring@unitedwaynwvt.org.

About the Common Good Vermont Program

Common Good Vermont is a statewide program of United Way of Northwest Vermont. CGVT serves as the go-to resource for all of Vermont’s mission-driven organizations to share resources, gain skills, and build partnerships. CGVT serves a sector of over 4,500 nonprofits across the state of Vermont.
POSITION TITLE: Director of Common Good Vermont  
EMPLOYMENT TYPE: Full-time, Exempt  
UNIT ORGANIZATION: Community Impact  
REPORTS TO: Chief Impact Officer  
SALARY RANGE: $70,000 - $80,000  

PURPOSE
The Director of Common Good Vermont leads and manages the Common Good Vermont (CGVT) program to support and strengthen Vermont’s nonprofit sector through a variety of services – including nonprofit advocacy, workforce development training, and technical assistance.

KEY RESPONSIBILITIES
Key responsibilities for this position include but are not limited to:

Strategic Program Leadership
- Provide overall program management, planning, and leadership within the scope of the program’s statewide strategy and goals.
- Identify, prioritize, and convene strategic and operational projects that align with the mission and vision of Common Good Vermont and United Way of Northwest Vermont.
- Support program staff in managing policy projects and developing nonprofit workforce training opportunities.
- Develop and implement the program budget with the support of program staff.
- Work collaboratively to develop marketing and communication materials in support of CGVT’s statewide communications strategy.

Resource Development
- Serve as the public face of the Common Good Vermont program creating and maintaining relationships with community partners, members of the nonprofit sector, corporate supporters, and policymakers.
- Increase program revenue through grants and sponsorships.
- Expand program revenue through other diverse means of revenue generation such as fee for service, membership models, etc.
Sector Advocacy & Impact

- In collaboration with the leadership team and policy program staff, the Director sets and manages the sector advocacy strategy to raise the voice of Vermont’s nonprofits at the local, State, and Federal levels.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance CGVT’s work and the sector.
- Manage data collection and analysis to better inform policy and community work.

SUPERVISION:
The CGVT Director supervises a team of two full-time staff members.

CONFIDENTIALITY/DISCRETION:
A high level of confidentiality and discretion is needed.

QUALIFICATIONS

- 5+ years of nonprofit management (or applicable experience) required.
- High level of strategic thinking and planning.
- Ability to effectively communicate the program’s mission to nonprofit partners, donors, and the overall community.
- Demonstrated ability to supervise and collaborate with others.
- Demonstrated experience in establishing relationships with individuals and organizations, including funders/donors, community partners, and volunteers.
- Strong organizational abilities and project management skills.
- Strong written and oral communication skills.
- Demonstrated prior experience with program scaling is a plus.
- Passion for serving Vermont’s nonprofit sector.

PHYSICAL/OTHER REQUIREMENTS
The position is primarily a standard office setting, requiring periods of sedentary work at a desk and computer. This position also requires travel to offsite meetings and presentations. After-hours and weekend event attendance occasionally. This position has access to a hybrid work schedule with a requirement to be located within the State of Vermont.