



WE ARE LOOKING FOR GREAT LEADERS LIKE YOU.

Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

CAMPUS DEVELOPMENT AND OPERATIONS MANAGER

Date Posted: 11/19/21

Team: Operations/Finance

Position Status: Full-time, Year Round

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Job Summary

The 400-acre campus of the Vermont Youth Conservation Corps (VYCC) is an incredible programmatic asset. We host historic barns, a working farm, housing for staff and participants, an extensive trail network, conserved land, and office space for a growing staff of 26 people. On any given day, crews are working and learning together, staff are collaborating, visitors and volunteers are generously offering their time, animals and crops are growing, and local residents are exploring our trails.

We are now seeking a full-time Campus Development and Operations Manager (CDOM) who is passionate about helping the VYCC campus evolve to support short- and long-term programmatic objectives. A successful CDOM will bring project management expertise, construction know-how, a knack for problem solving, and collaborative strengths essential to completing projects that enhance VYCC programs.

Essential Functions

Facilities Management

- General Contractor for all construction projects, working with outside contractors as needed, from planning, design, and permits to construction and final inspections
- Play a lead role in the development of a long-term campus plan by working closely with program staff to identify and prioritize programmatic needs for renovations and new construction projects.
- Assist Chief Financial Officer with facility operation and renovation/new construction project budgets
- Work with leadership team and development staff on fundraising plans and proposals to support maintenance, renovation, and new construction projects

Programmatic Projects

- Work with program staff to identify suitable campus projects for youth, young adult, and pro crews
- Support Build Projects Manager to successfully complete field projects as needed

Campus Revenue Generation

- Identify, plan, and execute revenue generation projects which utilize the VYCC campus resources; collaborate with partners as appropriate

Leadership and Supervision

- Supervise and support Program Logistics Coordinator
- Leadership of the Facilities Committee, and strengthening processes and systems to ensure clear communication regarding land and facilities use by programs

Required Qualifications and Skills

- Passion for VYCC's mission and an ability to communicate this purpose to others
- Experience working as a general contractor along with carpentry and other construction skills
- Demonstrated ability to work independently and on a team
- Valid driver's license and satisfactory driving record
- Ability to work some evenings and weekends when required
- Ability to travel throughout Vermont and, on rare occasions, out of state

Preferred Knowledge, Skills and Abilities

- Commitment to the values of diversity, inclusiveness, and empowerment
- Willingness and ability to work with and train youth and young adults
- Knowledge and experience with environmentally sustainable building techniques and equipment which would decrease greenhouse gas emissions
- Excellent communication skills, both written and verbal, with the ability to represent the organization externally across a wide range of stakeholders and constituencies
- Time management, organizational skills, and attention to detail

About VYCC's Culture, Workplace, and Compensation & Benefits:

About Vermont Youth Conservation Corps

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Excellence and Equal Opportunity at VYCC

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Compensation & Benefits:

- Starting salary for this position is \$45,000, but pay is flexible and commensurate with experience and skills, exempt from overtime
- Medical and dental insurance
- Annual paid time off and sick leave
- On-going professional development
- Member of a mission-driven and dedicated team of professionals
- Member of a dynamic organization that impacts Vermont's communities and environment

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. No calls, please.