



Serve Learn Earn Director

Reports To: Serve Learn Earn Leadership Council

Position Status: Full-time, Year-Round

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Program Overview:

Serve Learn Earn (SLE) is a workforce development collaboration among four nonprofits – Vermont Youth Conservation Corps (VYCC), ReSOURCE, Audubon Vermont, and Vermont Works for Women – dedicated to enhancing, and increasing the number of, paid service opportunities in Vermont. We believe that that paid training and service experiences offer a supportive community to participants, provide clear and accessible career pathways, and are an essential economic strategy for Vermont.

SLE partners currently enroll over 400 participants throughout Vermont each year; this number will grow in the coming years. Though complementary, the participant demographics, locations, duration, and learning outcomes of each organizations' programs differ. These differences are a foundational strength, allowing SLE to reach a broad swath of Vermont communities. A successful SLE Director will work with staff across four organizations to enhance these distinct programs and identify strategic areas for programmatic and administrative collaboration.

Now in our second year of formal collaboration, we seek an experienced and innovative leader to help shape and define this new role. A successful SLE Director will convene staff from four organizations, have a passion for effective workforce development experiences, build and strengthen partnerships, believe in the power of service, and lead the group in finding the central synergies among the four organizations and programs to advance the collaboration.

The Serve Learn Earn Director will be an employee of VYCC and report to the Serve Learn Earn Leadership Council, a group of staff from each of the four partner organizations.

Job Summary:

Fundraising – Increase and secure multi-year funding to support partner organizations, program operations, and new initiatives (35%)

- Identify and lead grant writing process to local, regional, and national foundations, individual philanthropists, and/or public funding sources
- Coordinate reporting obligations, prepare, and submit reports as needed
- Identify, engage, and solicit current and prospective philanthropic partners

Marketing / Recruitment – Make Serve Learn Earn opportunities known to every Vermonter (25%)

- In partnership with staff, be a champion and spokesperson for SLE
- Work closely with marketing departments in each SLE organization to ensure smart allocation of resources and alignment with parallel marketing strategies; coordinate to develop content to be distributed via various channels (I.e., direct to consumer marketing, website, hard copy, social, video, etc.)
- Aligning organizational vision and values on diversity, equity, and inclusion for marketing, recruitment, and retention practices
- Identify and engage with key constituents to support recruitment and placement, including:
 - Education and other non-profit organization partners
 - State and federal agency partners
 - Employers
 - Parents, Guardians, and Caregivers
- Develop multi-year marketing goals and budget to achieve goals

Inter-Org Program Collaboration – Foster lasting inter-organizational programs that strengthen knowledge base, operations, and participant experience (20%)

- Convene and facilitate conversations amongst staff to facilitate greater understanding of each SLE partner's programming
- Work with SLE program staff to identify and prioritize shared program possibilities; create logic model(s) to articulate resources needed, program activities, and participant outcomes
- Develop implementation plans for cost effective/high-impact programs

Systems / Administration – Identify and implement strategies that enhance program impact, increase efficiency, and reduce expenses (15%)

- Develop systems to track and report short-, medium, and long-term outcomes.
- Determine cost/benefits and feasibility of shared participant database
- Explore and develop models for additional shared administrative systems

Government relations – Secure continued public support and funding. Achieve strategic policy changes. (5%)

- Identify and engage key champions in legislative and executive branches
- Collaborate closely with Executive Directors to support a public policy and funding strategy that is issue-, person-, and geography focused

Desired Skills & Experience

- Expertise in one or more of the following service areas: Youth Corps Programming, education, youth development, workforce development, or employment
- Ability to build and lead a team, support staff in reaching their fullest potential, and provide strategic leadership for the collaboration
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment
- Comprehensive working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising.

- Exceptional time management, organizational skills, communication skills, and attention to detail
- Entrepreneurial spirit and creativity to offer new approaches and fresh ideas consistent with the organizations' missions and program goals
- Flexible, motivated, responsible and willing to both take direction and work independently
- Experience building and maintaining relationships with external customers and stakeholders
- Demonstrated commitment to fundraising
- Valid driver's license and reliable transportation

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 is committed to being an organization that is inclusive and welcoming for all employees, volunteers, and community members.

Compensation & Benefits:

- Starting salary for this position is \$70,000, commensurate with experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance; Simple IRA with matching contribution
- Annual paid time off (PTO), paid sick leave, paid bereavement leave, and paid time off to vote
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

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. Position is open until filled.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.