



SERVE LEARN EARN

Serve Learn Earn Director

Reports To: Serve Learn Earn Executive Committee

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 paid training and service experiences in housing, food security, conservation, and workforce trades 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 600 participants throughout Vermont each year. 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 promote these distinct programs as well as weave a cohesive vision and narrative for our collective impact.

Now in our fifth year of formal collaboration, and at a moment of transition, we seek an experienced and innovative leader to sustain and grow the collaborative. A successful SLE Director will be passionate about workforce development and service programs, skilled at building partnerships and securing funding, and able to lead the team in creating a 2-3 year roadmap with clear priorities and goals.

The Serve Learn Earn Director will be an employee of VYCC and report to the Serve Learn Earn Executive Committee, consisting of the executive directors from each of the four partner organizations and senior staff members.

Job Summary:

Legislative Outreach – Secure continued state funding. Achieve strategic policy changes. (30%)

- Identify and engage key champions in legislative and executive branches through written outreach, in-person meetings, and legislative advocacy, including testifying on behalf of the collaborative.
- Collaborate closely with Executive Directors and Necrason Group during legislative session to support 4-season legislative strategy

- Attend committee meetings and individual meetings with legislators in the Vermont Statehouse 1-2 days/week while the legislature is in session.

Inter-Org Program Collaboration – Lead inter-organizational convenings to strengthen programs and share resources. (25%)

- Convene and facilitate the following on-going meetings
 - SLE Executive Committee (bi-weekly)
 - SLE Data and Development & Communications Committee (monthly)
 - SLE Steering Committee (Quarterly)
 - Ad Hoc Committees (as needed)
- Attend on-going internal organization meetings to develop a deep understanding of programming, organizational culture, and development opportunities.
 - VWW staff meeting (weekly)
 - VYCC staff meeting (bi-weekly)
 - Audubon Staff Meeting (Monthly)
 - ReSOURCE development & communications meeting (weekly)
- Lead staff in a new initiative to identify priorities and set goals through the development of a 2-3 year roadmap for growth and sustainability.

Fundraising – Increase and secure multi-year funding (25%)

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

Networking / Storytelling: Lead collaborative outreach efforts across digital channels and in-person opportunities (20%)

- Develop promotional materials for networking, digital outreach, and legislative outreach
- Publish bi-monthly SLE newsletter and author monthly blog entries on SLE website
- Maintain and update SLE social media channels (Facebook/Instagram)
- Develop earned and paid media through VT-based platforms

Desired Skills & Experience

The following list of skills and experiences represents the ideal candidate, but we know many excellent candidates may not meet all these criteria. We encourage you to apply if this position aligns with the majority of your skillset and passion.

- Experience in one or more of the following services: youth development, education, workforce development, or employment services.
- Expertise and experience working within the Vermont Statehouse, developing and executing advocacy plans, and promoting causes/initiatives for state-funding working in collaboration with key state agencies.
- Experience in grant writing/reporting and in stewarding current and new funder relationships.

- Ability to navigate four different org teams, balance time and attention to each and work independently.
- 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.
- Valid driver's license and reliable transportation. *(required)*

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, and 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.

Compensation & Benefits:

- Salary range for this position is \$72,000-76,000 with adjustments for commensurate skills and experience, exempt from overtime
- Medical and dental insurance
- Annual (CTO) 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](#) , to which you'll upload a cover letter, resume, and contact information for three professional references. Priority will be given to applicants who apply by January 10th. Position is open until filled. No calls, please.

Updated 12.10.25

***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.*