



COMMUNITY DEVELOPMENT OFFICER

Small Business, Island Fellows, Community Data, and Leadership

STATUS: Exempt, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Summary: The Island Institute seeks qualified candidates for the new, full-time position of Community Development Officer (CDO) to participate in our Small Business, Island Fellows, Community Data, and Leadership development teams. Successful candidates will demonstrate the ability to provide support to small businesses as well as strong project management and community engagement skills. Candidates must also demonstrate the ability to create links between external stakeholders and community needs, as well as the ability to translate technical information to various audiences.

Successful candidates will be team-minded and self-aware, able to give and accept constructive and consistent feedback, and committed to the Institute's organizational values. Most importantly, applicants must be able to carefully allocate their time and organizational resources while working across multiple projects.

Qualifications:

- An undergraduate degree; advanced degree preferred.
- At least five years' experience working directly or indirectly with public, nonprofit, and private-sector enterprises, with proven success in the areas of project management, community engagement, and translation of technical information to various audiences.
- Experience running a small business or working with small businesses as a support
- Experience in, or skills that can be applied in, leadership training
- Experience using data to tell stories that lead to social change
- Experience working with young professionals to provide training and support
- Professional interests that align strongly with the goals of the Island Institute
- Exceptional written communication skills; able to effectively convey the organization's mission, priorities, and programs to diverse audiences in a variety of formats
- Outstanding verbal and interpersonal communication skills; able to speak about the organization's work in an articulate, professional, and compelling manner (one-on-one and with groups)
- The ability to understand island and rural communities and how change happens locally
- The ability to listen in communities and in partnerships to inform, develop, and implement responsive programming
- Organizational skills and attention to detail in planning and overseeing project work
- Experience in running effective meetings that meet clearly identified objectives
- The ability to give and receive constructive and helpful feedback with staff colleagues and community partners
- Interest in shaping experiences for community members that inspire them to act and solve problems

- Proven ability to sustain project work in and with communities, and motivate colleagues in team work
- Deep knowledge of project budget planning and management
- Comfort with technology, including IT systems, specifically Office 365 applications
- The ability and willingness to travel

Essential Functions:

- Serve as a member of the Small Business, Community Data, Island Fellows, and Leadership project teams and complete the tasks assigned by and within teams in a timely and professional manner
- Provide one-on-one support and group training to small businesses and other community leaders
- Provide one-on-one support and group training to Island Fellows
- Work with the Community Data team to bring relevant data to community, elected officials, and resource agencies
- Develop and implement leadership training projects across sectors and geographies
- Provide internal and external support around project management and community engagement
- Seek and participate in professional development opportunities to build cross-sector and essential skills
- Promote the Institute's work by representing the organization before external audiences as requested
- Other duties as assigned

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required
- **Travel:** Must be comfortable traveling for extended periods of time by any mode of transportation in cross cultural contexts
- **Work environment:** The noise level in the work environment is usually minimal.

The Community Development Officer— Small Business, Island Fellows, Community Data, and Leadership position is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$40,000 to \$55,000 and benefits.

There is no deadline, but preference will be given to candidates whose materials are received by November 30, 2018. Only electronic applications are accepted.

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/>

Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.

For more information about the Island Institute and our work along the Maine coast, please visit www.islandinstitute.org.