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## **COMMUNITY DEVELOPMENT OFFICER**

*Community Leadership and Marine Economy*

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**STATUS:** Exempt, Full-Time

**LOCATION:** 386 Main Street, Rockland, Maine

**Summary:** The Island Institute seeks qualified candidates for the full-time position of Community Development Officer (CDO) to serve on the Community Leadership and Marine Economy Teams. We are searching for a candidate who has experience managing projects that facilitate change at the community level, as well as expertise in the area of leadership development. The CDO serves as the project lead of the Community Leadership Team, which includes project management, work planning, and budget management of the team. On the Marine Economy team, the CDO will bring leadership expertise to aid in projects looking at the future of Maine's marine economy.

Candidates for the Community Development Officer position will demonstrate strong project management and community engagement skills as well as the ability to create links between external stakeholders and individual and community needs.

Successful candidates will also 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 and community engagement
- Experience working on leadership development initiatives
- Experience with facilitation
- The ability to deploy educational tools, both instructing and collaborating with community members
- 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

- Professional interests that align strongly with the goals of the Island Institute
- 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 and work some nights and weekends.

**Essential Functions:**

- Serve as a member of the Community Leadership and Marine Economy teams and complete the tasks assigned by and within teams in a timely and professional manner
- Serve as the Project Lead of the Community Leadership team, managing budgets, grants, and project deliverables for the team and coordinating with the Strategic Lead to align the workplan and budget with the overall program strategy
- Provide internal and external support around project management and community engagement
- Engage with community leaders and build relationships to work as a trusted, dependable partner
- 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.
- **Work environment:** The noise level in the work environment is usually minimal.

The Community Development Officer—Community Leadership and Marine Economy 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 May 10, 2021. Only electronic applications are accepted.**

**To apply, please use this link:** <https://islandinstitute.bamboohr.com/jobs/view.php?id=71>

*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](http://www.islandinstitute.org).*