



COMMUNITY DEVELOPMENT OFFICER

Island Community Support and Critical Business

CLASSIFICATION: Exempt, Salaried, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Position Summary

The Island Institute seeks qualified candidates for the full-time position of Community Development Officer (CDO) to help build economic resilience on the coast of Maine as an integral part of our Island Community Support and Critical Business teams. We are searching for a candidate who has experience managing projects that facilitate change at the community level, working knowledge in the areas of microbusiness support, and experience in scholarship, grant, and loan administration.

This position serves as the project lead of the Island Community Support team, which includes project management, scholarship administration, work planning, and budget management of the team to meet the unique resilience needs of Maine's 15 remaining year-round, unbridged island communities. On the Critical Business team, the CDO will bring knowledge of microbusiness and grant and loan programs to support targeted businesses and services on the coast of Maine. The CDO also serves as a member of the team that identifies opportunities for business resilience and infrastructure investments through the Tom Glenn Community Impact Fund.

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 Required:

- An undergraduate degree; advanced degree preferred.
- At least five years' experience working directly with public, nonprofit, and private-sector enterprises, with proven success in the areas of project management and community engagement.
- Experience administering grant, scholarship, or loan programs.
- Working knowledge of small business needs, including microbusinesses, and awareness of relevant regional, state, and federal economic development initiatives.
- Familiarity with and interest in working with Maine's island communities and the ability to understand island and rural communities and how change happens locally.
- Deep knowledge of project budget planning and management.
- Organizational skills and attention to detail in planning and overseeing project work.
- 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).

- 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.
- Proven ability to sustain project work in and with communities and motivate colleagues in teamwork.
- Comfort with technology, including IT systems, specifically Office 365 applications.
- The ability and willingness to travel and work some nights and weekends.

Essential Functions and Responsibilities:

- Serve as a member of the Island Community Support, Critical Business, and Community Impact Fund teams, and complete the tasks assigned by and within teams in a timely and professional manner.
- Serve as the Project Lead of the Island Community Support team, managing budgets, grants, and project deliverables for the team.
- Design and provide targeted support to critical businesses and services to increase economic resilience for the coast of Maine.
- Design and administer scholarship, grant, and loan programs including the Compass Grants, Travel and Education Scholarships, and business loans.
- Serve as a member of the team that identifies opportunities for business resilience and infrastructure investments through the Tom Glenn Community Impact Fund.
- Strengthen networks of organizations, resource agencies, and the private sector to better support the needs of island communities, microbusinesses, and coastal economic drivers.
- 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:** While performing the duties of this job, 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—Island Community Support and Critical Business is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$45,000 to \$55,000 plus benefits.

There is no deadline but preference will be given to candidates whose materials are received by December 31, 2021.

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/view.php?id=82>

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, please visit www.islandinstitute.org.