



SENIOR COMMUNITY DEVELOPMENT OFFICER

Critical Business

CLASSIFICATION: Exempt, Salaried, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Position Summary

The Island Institute seeks qualified candidates for the new role of Senior Community Development Officer (SCDO), Critical Business. We are searching for a future-focused, strategic thinker to develop and execute the organization's strategy for providing targeted support to increase economic resilience along the coast of Maine. At this critical moment for the future of our coast, the Island Institute is boldly investing in key economic drivers in the region to help them prepare for economic, social, and climate-related disruption, and we need a leader to develop and implement a transformative strategy for the organization and this work.

The Senior Community Development Officer (SCDO) will serve as a Strategic Lead of the Critical Business team and provide leadership in the Island Institute's economic resilience work, which includes our focused support for Maine's Blue Economy. The SCDO will also be a member of the Community Data team, supporting economic analysis as part of the organization's data strategy, and a member of the team working to craft strategic investments through the Tom Glenn Community Impact Fund.

The person in this position will demonstrate strategic oversight and planning proficiencies, community engagement skills, personnel management skills, and the ability to seek out, develop, and foster projects aligned with organizational goals. Content knowledge and experience in the areas of business economics and the blue economy is required.

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, the Senior Community Development Officer must carefully allocate time and organizational resources while working across multiple intersecting but distinct areas of work.

Qualifications Required:

- An undergraduate degree; advanced degree preferred.
- At least five years' experience working directly to support business owners or regional economic development initiatives more broadly, with proven success in the areas of project design and community impact.
- Working knowledge of economic drivers and trends in coastal and natural resource dependent regions, including key industries in Maine's blue economy.
- Experience with public-private partnerships, impact investing, and other financial tools to support business development and resource infrastructure projects.
- Awareness of different methods of economic analysis and experience with positioning data to inform decision-making.
- Content knowledge in any of the areas currently supported by the Tom Glenn Community Impact Fund: municipal infrastructure investments (e.g., expanding broadband access, sea level rise resiliency) and critical business support (e.g., decarbonization in the marine sector, island-based microbusinesses).

- 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.
- Organizational skills and attention to detail in coordinating and implementing project work.
- 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.
- Comfort with technology, including information technology systems, such as Office 365 applications.
- The ability and willingness to travel.

Essential Functions and Responsibilities:

- Serves as the strategic lead of the Critical Business Team and the lead on our broader economic resilience strategy.
 - Designs, refines, implements, and adjusts projects to meet community needs as well as impact targets; Responsible for determining overarching impact of programming in relationship with community, private sector, and other strategic partners.
 - Responsible for project visioning, theory of change, and project life-cycle planning.
 - Responsible for supporting project leads as they work with the teams in detailed work planning and initial budgeting.
 - Responsible for cultivating and stewarding funding resources, and building relationships for long-term project support.
 - Responsible for building enthusiasm and support for project work through vision and leadership.
- Supervision of community development staff, including the project lead of the Critical Business team.
- Works collaboratively with the other strategic leads to create synergies between project teams across strategic priority areas.
 - Collaborates on staff time allocations, shared resources, and shared learning.
 - Works closely with the other strategic leads to create connections between projects, particularly with the strategic leads of our Blue Economy and Glenn Impact Fund teams.
 - Works with project leads, other strategic leads, and Finance on finalizing detailed annual budgets.
- Works as a member of the Community Data team, supporting economic analysis as part of the organization’s data strategy.
- Provides thought leadership and insight to the deployment of the Tom Glenn Community Impact Fund to support economic resilience.
- Serves as a member of the Projects Committee, ensuring that the organization takes an agile approach to responding to external challenges and opportunities.

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 Senior Community Development Officer position is a full-time, salaried position, starting immediately, with a competitive salary range of \$55,000-\$65,000 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=81>

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.