



# SERVE LEARN EARN

## Senior Manager for Strategy & Development

**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 about 550 participants throughout Vermont each year. Each of the SLE organizations run distinct programs for participants in terms of demographics, locations, duration, and learning outcomes. These differences are a foundational strength, allowing SLE to reach a broad swath of Vermont communities. A successful SLE Senior Manager 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 Senior Manager will be passionate about workforce development and service programs, able to facilitate the creation of a 2–3-year roadmap with clear priorities and goals, build partnerships, and secure funding to support SLE programs.

The Serve Learn Earn Manager will be an employee of Vermont Works for Women 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:**

***Inter-Org Program Collaboration – Facilitate inter-organizational convenings to strengthen programs and share resources. (40%)***

- Organize staff to create a strategic roadmap to strengthen the collaborative, increase our impact, and ensure sustainability
- Define and lead a clear process to identify priorities and establish multi-year goals to enhance growth.
- Work with SLE partner organizations to identify and implement a clear administrative and financial structure for the collaboration

- 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)

***Fundraising – Increase and secure multi-year funding (35%)***

- 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

***Legislative Outreach – Secure continued state funding and actively contribute to state-level discussions of workforce development strategy. (15%)***

- 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 while the legislature is in session (January-May).

***Networking / Storytelling – Lead collaborative outreach efforts across digital channels and in-person opportunities (10%)***

- 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.

- Experience in leading a collaborative strategic planning process across multiple organizations; working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising.
- 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.
- 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)*

Vermont Works for Women and Serve Learn Earn are committed to creating a diverse and inclusive work environment that represents the vibrant communities we serve. Candidates across all markers of identity and expressions (genders, sexualities, races, religions, ages, national origins, and abilities, etc.) are highly encouraged to apply. Applicants are encouraged to include in their cover letter information about how they will further this goal. Vermont Works for Women and Serve Learn Earn are committed to the full inclusion of all qualified individuals. As part of this commitment, VWW will ensure that persons with disabilities are provided with reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Kate Gluckman, [kgluckman@vtworksforwomen.org](mailto:kgluckman@vtworksforwomen.org) 802-655-8900 x112.

### **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
- Disability & Life Insurance
- 401(k) with employer match after first year
- Generous annual leave and sick leave
- On-going professional development
- Member of a mission-driven and dedicated team of professionals
- Flexible work environment

### **How to Apply**

Please send a cover letter, resume, and contact information for three professional references to Kate Gluckman at [kgluckman@vtworksforwomen.org](mailto:kgluckman@vtworksforwomen.org). **Priority will be given to applicants who apply by March 13th.** Position is open until filled. No calls, please.

**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.*