



EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Vermont Commission on Women (VCW) is a non-partisan, independent state commission helping women achieve legal, economic, social, and political equality. The Commission acts as an advisor, planner, and information source for policymakers on issues affecting women; provides information and referrals to the general public; functions as an educational resource by conducting research, producing publications, and coordinating conferences and workshops; works in coalition with other organizations to exchange information and take action for Vermont's women and girls.

Nature and Scope of the Position

This position offers the opportunity to shape and strengthen the strategic direction and program priorities of the Vermont Commission on Women to ensure that its mission and values are fulfilled. The Executive Director is charged with advancing the Commission's public policy goals in civil and legal rights; economic self-sufficiency and basic needs; education; and health and safety.

The Executive Director is directly accountable for the successful leadership and daily management of VCW, and is hired by and under the direction of the Commission. This includes responsibility for program development; community and legislative outreach; and maintaining diverse, strategic partnerships and alliances that support the Commission's initiatives. The Executive Director serves as spokesperson for the Commission and works in partnership with 16 commissioners, an Advisory Council, and two full-time staff to provide strategic vision, motivation, and leadership for issues affecting women in the state.

Program Planning and Administration

- Assure that the Commission has a long-range strategic plan to achieve its mission and makes consistent and timely progress toward accomplishing it.
- Lead the development of educational and advocacy programs to improve the lives of Vermont women and their families.
- Maintain working knowledge of the significant developments in women's history (U.S. and Vermont) and an awareness of current trends in women's issues and legislation that affects women and girls.
- Maintain official records and documents, ensuring compliance with federal and state regulations.
- Cultivate strong and engaged relationships with state and national organizations that are leaders in policy research and advocacy for women's issues.

Personnel and Fiscal Resources Management

- Oversee daily operations of the Commission and serve as a support and resource to the commissioners.
- Recruit, hire, and supervise staff and consultants. Ensure that job expectations are clear, regular performance evaluations are held, mentoring/coaching is appropriate, records are maintained, and good human resource practices are followed.
- Work with staff and commissioners to make VCW a cohesive team with a work environment that attracts, retains, and motivates a diverse top quality staff (paid and volunteer).
- Work with staff and volunteers to carry out policies and initiatives authorized by the Commission.
- Promote active and broad participation by volunteers in all areas of the Commission's work; support volunteer leadership development.
- Review and make recommendations about any legal, legislative, contractual, or fiscal matters in consultation with appropriate professionals.

- Develop the VCW budget in consultation with Commission, staff, and relevant partners.
- Ensure the VCW operates within its budget and adheres to all applicable rules and regulations as required by the State of Vermont.

Community and Public Relations

- Promote VCW's mission, values, programs and services.
- Work collaboratively with the VCW Advisory Council, legislators, state agencies, key community organizations, and individuals who have parallel to those of VCW.
- Serve as a spokesperson for VCW along with the Commission chair. Represent VCW's mission and programs to legislators, community members, state agencies, and other decision makers.
- Establish and maintain good relationships with state media to ensure coverage of VCW activities.
- Sustain VCW's role as an advisor and information source for the state legislature on issues affecting women.
- Provide information and referrals to the general public.
- Offer educational resources for the legislature and the Vermont community by conducting research, producing publications, and coordinating conferences and workshops.

Commission Support

- Keep the Commission informed about relevant legislative, social, and community trends.
- Review all publicity, advocacy initiatives, and other communications with the Commission chair and/or Commission. Coordinate all communications with appropriate staff.
- Ensure that programs and initiatives are consistent with VCW mission, policies, and state statutes.
- Implement policies and programs as determined by the Commission and serve as a resource for all standing committees.
- Attend appropriate meetings and functions.
- Work with and orient new commissioners and advisory council members to ensure smooth transitions.
- Perform any additional duties as assigned by the Commission.

Required Qualifications and Skills

- Committed to VCW mission and values.
- 5-7 years management experience, including fiscal management and supervisory experience.
- Strong interpersonal and communication skills (written and oral) and demonstrated ability to manage relationships across a variety groups (staff, legislators, volunteers, community members, etc.).
- Energetic, creative, and self-motivated. Flexible and open to new ideas.
- Excellent organizational skills, including the ability to organize resources, establish priorities, and manage multiple projects.
- Ability to think strategically and to develop and implement operating plans.
- Ability to lead and develop leadership in others, expand collaborations, and strengthen teamwork.
- Technologically proficient in Microsoft Office; successful experience working with social networking.

Salary: The Executive Director position is full-time. Salary and benefits are based upon qualifications and experience and are subject to review and approval by the Vermont Department of Human Resources.

Applications: Applications will be accepted by email only. Qualified applicants should email a resume, cover letter, and a writing sample (up to 500 words) demonstrating a research-based advocacy position to: search@women.vermont.gov Phone calls will not be accepted.

Deadline: Applications due by July 13, 2012. Expected start date, September 10, 2012.

Website: <http://women.vermont.gov/>