

Upper Valley Lake Sunapee Regional Planning Commission

Executive Director

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) seeks a full-time Executive Director to lead our dynamic, nine-member staff. The UVLSRPC is an association of 27 cities and towns in western New Hampshire and is one of nine Regional Planning Commissions (RPC) in New Hampshire enabled through state legislation (RSA 36:45).

The position requires a professional who is an effective manager with a strong understanding of diverse planning, public health, transportation, environmental, and economic development issues at the local, regional, state, and interstate levels. On a day-to-day basis, the Executive Director can serve many roles, including a manager, administrator, planner, facilitator, advocate, and consensus-builder. This is a high-profile position with significant expectations that offers a unique career opportunity to enhance our region's landscape, economic vitality, and quality of life.

Education and Experience:

- Education and professional and managerial experience in public or non-profit administration, regional planning, or a related field are required. Applicants with a Master's Degree in public or business administration, urban or regional planning or economic development may be given preference.
- Experience in identifying, writing, and managing federal and state grants and contracts.
- Strong written and verbal communication skills, including experience in public speaking and public facilitation skills.
- Ability to build consensus among diverse stakeholders.
- Ability to work with staff, volunteers, the general public, and elected officials.
- Ability to foster the professional development of a planning staff with wide-ranging skill sets, styles, and levels of responsibility.
- Ability to work independently, to meet frequent deadlines, and administer multiple projects simultaneously.

Duties and Responsibilities:

The following duties and responsibilities are not inclusive. Other duties may be assigned as necessary by the UVLSRPC Executive Committee:

- Serve as the chief administrative and executive officer of the UVLSRPC with responsibility for the general oversight of the agency, including organizational structure, human resources, financial management, and implementation of policies and programs.
- On an annual basis, secure discretionary grants and contracts to sustain the annual operating budget.
- Manage the UVLSRPC's day-to-day operations, programs, and services in accordance with enabling legislation, organizational governing documents and policies, and grant requirements.
- Develop, administer, and implement the UVLSRPC's annual work plan and budget.

- Maintain sound internal financial controls consistent with federal and state protocols and monitor staff workload and project execution in the context of contractual obligations.
- Build coalitions with municipalities and partner agencies to achieve regional goals that enhance the UVLSRPC's leadership on key issues relevant to the region's communities.
- Testify before state legislative bodies about policies affecting regional development and planning.
- Present information on a variety of topics to municipal leaders.
- Provide staffing support to the UVLSRPC Full Commission and the Executive, Finance, and Personnel Committees.
- Provide, promote, and enhance useful services to our region's municipalities.
- Develop and oversee the implementation of new planning, environmental, and service projects and programs that address the unique needs of the 27 municipalities in the UVLSRPC's region.
- Represent the UVLSRPC on local, regional, and statewide boards and committees.
- Serve as the final reviewer of all planning-related products produced by the UVLSRPC staff.
- Represent the UVLSRPC in the media and with state and federal partner agencies, and within state and national organizations.
- Responsible for leading the Upper Valley Lake Sunapee Regional Planning Foundation non-profit in a manner that supports and guides the organization's mission as defined by the Board of Directors.

Other Requirements:

- This position requires a current, valid driver's license.
- Finalists for the position will be required to undergo motor vehicle and criminal background checks.

Salary and Benefits:

Starting salary range begins at \$75,000 and upward, commensurate with qualifications and experience. The UVLSRPC offers excellent health and dental insurance benefits, and an employer-matched 457(b) retirement plan.

Applying for the Position:

Persons interested in applying for the position are requested to submit a cover letter, resume, and three references **by the close of business on June 1st, 2020**, by U.S. Mail or Email to:

Christine Courtemanche
 UVLSRPC
 Executive Director Search
 10 Water Street, Suite 225
 Lebanon, NH 03766
 E-mail to: ccourtemanche@uvlsrpc.org

The Upper Valley Lake Sunapee Regional Planning Commission is an Equal Opportunity Employer. Women, members of minority groups, or individuals with a disability are encouraged to apply.