

Job Description: Executive Director

The Executive Director translates policy into programs, plans, and actions for staff, commissioners, and committees and ensures that the BCRC is responsive to the member municipalities and other stakeholders.

The Executive Director is responsible for overall management of all programs and staff; as such, the Executive Director must be familiar with all ongoing projects and activities conducted at the BCRC. The Executive Director is responsible for development and oversight of the organizational budget and for long-range organizational planning. The Executive Director is directly accountable to, and meets on a regular basis with, the BCRC's Executive Committee and reports to, plans, and coordinates regular and special meetings of the full Commission.

The Executive Director is responsible for preparing, or working with staff to prepare, applications and work programs required by funding agencies and for preparing special grant applications to support the BCRC's work. The Executive Director is responsible for ensuring that all required reporting to funding agencies is complete and correct.

The Executive Director is the BCRC's representative on statewide organizations, including (but not limited to) the Vermont Association of Planning and Development Agencies (VAPDA). The Executive Director, or a person designated by the Executive Director, represents the BCRC at meetings or hearings of the state legislature, state agencies, and other entities seeking input from the BCRC on matters related to planning and community and economic development.

The Executive Director is the BCRC's primary point of contact with municipalities; regular meetings and written reporting to the region's towns and villages is required. The Executive Director also provides coordination with partner organizations on shared programs, projects, and administrative matters.

The Executive Director works closely with the Director of Planning and the Director of Community and Economic Development to ensure that all BCRC projects and activities are coordinated and advance the organization's mission and objectives.

The Executive Director provides direct supervision to, and coordinates with, the Financial Manager on budget development and oversight and all aspects of the organization's financial accounting systems.

The Executive Director directly oversees, supports, and evaluates the work of the Director of Planning and the Director of Community and Economic Development, and conducts annual evaluations of all BCRC staff in coordination with these two program directors.

The Executive Director is responsible for hiring staff, making personnel decisions consistent with the BCRC's personnel policies, and annually establishing compensation levels for all staff.

The Executive Director is responsible for reviewing land use and public service projects of regional significance, working with staff and relevant committee(s) to prepare comments and recommendations on those projects, and representing the BCRC at public hearings (Act 250 and Section 248 hearings).