

Brattleboro Development Credit Corporation (BDCC)

Job Title: Community Projects Specialist

Reports to: Director of Programs

Objectives & Requirements:

BDCC's Community Projects Specialist is a member of the BDCC Programs team. This role supports two USDA funded programs; Community Facilities Technical Assistance and the Southern Vermont Economy Project (SVEP). This position reports to the Director of Programs, working in close collaboration with BDCC's SVEP Program Manager.

Community Facilities Technical Assistance

Half of this position supports the USDA Community Facilities (CF) program. As the initial point of contact for Community Facilities, the Project Specialist conducts [Windham County] region-wide outreach and provides project-specific support. This person plays a crucial role as subject matter expert on community facility program options for both funding and TA. They act as a conduit between the USDA and local nonprofits and municipalities eligible for the USDA CF program.

CF Job Duties:

- Be conversant in USDA CF program guidelines and processes.
- Develop and implement outreach marketing and communication to raise awareness of the program.
- Conduct weekly direct in-person, virtual and mailed outreach to foster new client development.
- Help local organizations understand how CF grants and loans may advance their community project.
- Identify opportunities to advance projects through deployment of BDCC's TA direct grants.
- Assist client projects in securing eligible third-party TA services.
- Partner with USDA personnel to direct projects to them.
- Help clients to develop successful USDA CF loan applications.

Southern Vermont Economy Project

The other half of this position supports the Southern Vermont Economy Project (SVEP). This two-year initiative occurs in the Southern Vermont Economic Development Zone (Zone) created in 2015 by an act of the Vermont Legislature, and encompasses the 54 towns served by the Windham and Bennington regional development and planning organizations. This designation encourages Windham and Bennington Regions, two of the most disadvantaged areas of the state, to collaborate on economic development activities for improved effectiveness. It builds capacity and connections, strives to better connect local organizations and towns with state and federal resources, and helps advance projects that contribute to a thriving economy in the Zone.

SVEP Job Duties:

- Support the SVEP Manager to execute Programmatic Goals and Objectives of SVEP 3.0.
- Help SVEP Manager to execute activities prescribed by USDA RCDI SVEP 3.0 grant application including but not limited to trainings, project development (CAPP).
- Build capacity, knowledge and project success among local and regional partners in southern Vermont through trainings, partnerships, and targeted technical assistance.

Other responsibilities:

- Assist in other regional economic development programs as needed.

Organizational Support:

- Represent BDCC at business and community meetings throughout the year; meetings are often at night and located across the county.
- Maintain current understanding of organization's activities and able to represent organization as needed.
- Participate in weekly staff meetings, professional development, and community outreach.
- Publish commentary, opinion editorials, and blogs demonstrating personal and organizational growth.

Qualifications:

- Two or more years' experience working in community development or project development.
- Knowledge of the communities in Southern Vermont.
- Awareness of Vermont and Federal government affairs.
- Group facilitation and volunteer management.
- Excellent oral, written and social media communication skills.

Working conditions:

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, applicant inquiries, and peak workload periods. Position will require daily outreach to businesses, working with the public, and may include attendance at night meetings. Travel is required as well as the ability to host virtual meetings.

Physical requirements:

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, clear speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

Direct reports

None