



VERMONT STUDENT ASSISTANCE CORPORATION
HUMAN RESOURCES
JOB DESCRIPTION

Advance Vermont Outreach and Policy Manager

DEPARTMENT: Advance Vermont

SUPERVISOR: Director, Advance Vermont

STATUS: Exempt - Level 10

WORK SCHEDULE: Generally 37.5 hours per week with additional work hours as required to meet business needs.

GRANT FUNDED: NA

POSITION SUMMARY: This position leads Advance Vermont’s outreach, partnership building, and advocacy efforts. The role requires extensive collaboration with stakeholders and leaders in education, business, government, non-profits, and philanthropy.

I acknowledge that I have fully read and understand this job description.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Job Functions (in order of importance)	% of total working time
<ul style="list-style-type: none"> Lead outreach efforts to drive influencer/decisionmaker and public awareness and use of MyFutureVT. Activities include speaking at meetings and conferences, developing and leading train the trainer sessions, integrating MyFutureVT into education and career exploration/planning curriculum and programing, and building and maintaining partnerships with local, regional, and statewide organizations. Particular focus to be made to reach underserved populations. 	30%
<ul style="list-style-type: none"> Contribute to the ongoing development and maintenance of MyFutureVT. This includes being a content owner, creating and publishing site assigned content in coordination with external working groups and partners. 	10%
<ul style="list-style-type: none"> Drive the development of Advance Vermont’s policy and advocacy agenda informed by state, national, and international best practice policy and programs related to post-high school education, educational attainment, and workforce development. Project manage the planning, collateral development (i.e. policy papers, info graphics, social media posts) and execution of policy awareness and advocacy campaigns. Manage vendors and contractors as needed. 	30%
<ul style="list-style-type: none"> Form and maintain relationships and coalitions with stakeholders and partner organizations in-state and nationally to inform, build support for, and further Advance Vermont’s policy agenda and other initiatives. This includes representing the organization in public and private among public and private sector leaders, such as CEOs, legislators, executive branch officials. 	10%
<ul style="list-style-type: none"> Responsible for development and execution of other assigned Advance Vermont-led 	5%

programming and initiatives. This includes creating and overseeing working groups of external stakeholders and managing contractors as needed.	
<ul style="list-style-type: none"> Contribute to Advance Vermont newsletter, social media, website, and other external communications in accordance with Advance Vermont communications plan. 	5%
<ul style="list-style-type: none"> Hire and supervise interns 	5%
<ul style="list-style-type: none"> Assist in the development of Advance Vermont organizational strategy, including its strategic plan, work plan, and annual report. 	3%
<ul style="list-style-type: none"> Contribute to grant applications and management. 	2%
<ul style="list-style-type: none"> Perform other duties as required. 	
<ul style="list-style-type: none"> Be at work on time when scheduled to work and remain at work throughout the established work schedule. 	

Qualifications

REQUIRED

Education

- Bachelor's Degree in related field.

Experience/Skills and/or years of specific experience:

- At least 3-5 years of experience in policy and advocacy roles at the state or federal level.
- Demonstrated experience advancing policies that support underserved populations; ability to think outside of the box to find solutions to complex challenges.
- Extensive experience building and maintaining organizational partnerships and collaborations.
- Knowledge and familiarity with prek-12 school systems, postsecondary education and training programs, financial aid and admissions procedures, state/national trends and opportunities, and support services available.
- Understanding of workforce development system, labor market information, state/national trends and opportunities, and support services available.
- Excellent diplomatic skills; ability to work and negotiate with diverse groups of people, including public officials and private sector executives.
- Excellent facilitation, organization, and project management skills.
- Extensive in-state network of high-level contacts with relevant organizations, including with those serving historically marginalized populations.
- Strong written and verbal communications skills, including the ability to deliver dynamic presentations to a wide variety of audiences.
- Ability to work independently, self-start, exercise judgement, set goals, expected outcomes and priorities, and carryout complex tasks.
- Ability to work in a collaborative environment.
- Basic skills in operating computers, keyboard, standard office equipment, and standard office software (Microsoft Office preferred).

PREFERRED

- Proficiency with website editing (WordPress preferred).
- Experience managing vendors and contractors.

Physical Requirements

Identify physical demands typically encountered and reasonably anticipated in this position. Mark each item with the rating that best matches the expectations of the position based on the following scale:

NA: *Not applicable, usually not required/ expected of position.*
NE: *Requirement is present, but may not be essential to the position.*

O: *Occasional (up to 33% of the time) and essential to the position.*
F: *Frequently required (over 33% of the time) and essential to the position.*

Note: Ratings must be consistent with essential functions identified in previous section.

Physical Requirement	NA	NE	O	F	Physical Requirement	NA	NE	O	F
Sitting		X			Pushing/pulling		X		
Walking			X		Seeing objects at a distance			X	
Standing			X		Seeing objects peripherally			X	
Bending or twisting	X				Seeing close work (e.g. typed print)				X
Squatting or kneeling	X				Distinguishing colors		X		
Reaching above shoulder level	X				Hearing conversations or sounds				X
Climbing	X				Hearing via telephone or headset				X
Driving car or light duty truck			X		Communicating through speech				X
Repetitive motion of hands/fingers			X		Communicating through writing				X
Grasping with hand/gripping	X				Reading				X
Lifting/carrying 10-25 pounds		X			Overnight travel			X	
Lifting/carrying 26-50 pounds		X			Exposure to aggressive/angry people		X		
Lifting/carrying more than 50 pounds		X							
Other: (please list and describe):									

Please forward signed job description to Human Resources. Thank you.