

About Us: At Vermont Adult Learning, our mission is to create an innovative, inclusive, and equitable learning environment that provides personalized education and career development opportunities for Vermont residents. We strive to build relationships, strengthen communities, and foster lifelong learning. With a statewide reach, a budget exceeding \$5 million, and a dedicated staff of approximately 80, we are committed to making a difference in the lives of adult learners across the state.

Position Overview: We seek a dynamic and visionary leader to serve as the Executive Director of Vermont Adult Learning. The Executive Director will provide strategic guidance to navigate through evolving landscapes and ensure our programs' effective administration, expansion, and sustainability. Reporting directly to the Board of Directors, the Executive Director will oversee all aspects of our organization, including administration, programs, fundraising, marketing, community outreach, and advocacy.

Key Responsibilities:

- Provide inspirational leadership and direction to the board, staff, and volunteers, ensuring ongoing program excellence, rigorous evaluation, and financial management.
- Develop and implement strategic plans to steer Vermont Adult Learning towards continued success and sustainability.
- Enhance our organization's visibility and impact by engaging with the community, professional networks, and policymakers, advocating for policies that support our goals.
- Expand financial resources through effective fundraising strategies and maintain fiscal integrity through sound financial management.
- Oversee grants management and ensure accurate reporting to funding sources.
- Serve as the primary spokesperson for Vermont Adult Learning and establish relationships with key stakeholders.
- Collaborate closely with the Board of Directors to drive policy decisions, fundraising efforts, and organizational visibility.
- Guide marketing and communications strategies to address the evolving educational landscape effectively.
- Review and approve service contracts, ensuring alignment with organizational goals and values.

Qualifications:

- Strong commitment to Vermont Adult Learning's mission and values.
- Proven leadership experience in nonprofit management, with a minimum of five years of transparent and high-integrity leadership.
- Demonstrated ability to advocate effectively with funders, policymakers, and other stakeholders, articulating a compelling vision.
- Excellent verbal and written communication skills, with strong public speaking ability.
- Solid budget management skills and experience with fundraising strategies unique to the nonprofit sector.
- Ability to collaborate with diverse stakeholders and promote staff development efforts.
- Commitment to racial equity and other forms of educational equity.
- A bachelor's degree is required; a demonstrable connection to Vermont is strongly preferred.

Compensation: Salary range \$100,000 - \$125,000 commensurate with experience and other qualifications.

Benefits: In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – premiums based upon the employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
 - Combined Time Off (vacation and sick time) increases with years of service.
 - 11 paid holidays each year.

Working Conditions & Environment: May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license and insurance.

Criminal Background Check and Mandated Reporting: Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

Note: All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

How to Apply: If you are ready to lead an innovative organization dedicated to transforming lives through education and workforce development and possess the qualifications and experience outlined above, we encourage you to apply for the role of Executive Director at Vermont Adult Learning.

Please submit your resume, cover letter, and three professional references to Tara Farrell, Human Resources Director, at tfarrell@vtadultlearning.org.

Vermont Adult Learning is an equal-opportunity employer committed to diversity and inclusion in the workplace. We welcome applicants from all backgrounds to apply.