

Executive Director

Chittenden County Communications Union District (CCCUD)

About CCCUD

CCCUD is a Communications Union District (CUD) municipal organization made up of 8 Chittenden County communities: Essex, Essex Junction, Jericho, Shelburne, South Burlington, Westford, Underhill, and Williston. The Chittenden County Regional Planning Commission (CCRPC) has been supporting the formation of CCCUD. Learn more at:

<https://www.ccrpcvt.org/our-work/broadband/>

CCCUD has a single mission: to ensure accessible, affordable, and ubiquitous broadband throughout the Chittenden County region. We are currently developing an RFP Process to build partnerships with one or more ISPs. This could happen district-wide or on a town-by-town basis. Construction of extended networks will be a multi-year process.

About the Position

The Executive Director will be the only employee and will provide leadership to CCCUD; be responsible for carrying out strategies and objectives to see the successful development and operation of our community network with our contracted partners; engage and collaborate with our communities, other communication union districts, utilities, organizations, and state government.

The ideal candidate has demonstrated organizational leadership skills and has experience with broadband, telecommunications, or other utilities. This candidate must be a skilled communicator who understands grants and fund raising. This candidate will advance the organization's visibility, lead the implementation of network services, maintain a sustainable financial strategy, and manage strategic partnerships.

Primary Responsibilities

- Work with the Governing Board to further develop and execute CCCUD's strategic plan to advance the CCCUD mission and ensure fiscal responsibility.
- Work closely with the participating communities. Be responsible for ensuring high level of community and end user satisfaction.
- Oversee and manage consultants for RFP process and data validation. Finalize contracts with ISPs.
- Be responsible for detailed budget preparation in collaboration with the Governing Board.
- Implement operating procedures to comply with evolving state and federal regulations.
- Interpret and implement objectives and directives adopted by the Governing Board.
- Serve as the CCCUD liaison with regulatory agencies, legislative bodies, industry associations, and media as appropriate.
- Evaluate new opportunities for continued development and expansion.
- Update Governing Board on CCCUD's financial status and operating issues as appropriate.

Essential Qualifications

- Ability to cultivate and manage relationships with a wide range of people, including the Governing Board, funding organizations, volunteers, donors, contractors, and external organizations.
- Strong experience initiating and overseeing multi-phase projects to completion, including experience leading, managing, and coordinating teams of multiple contractors.
- Knowledge of broadband, telecommunications, or utilities industries. Specific experience with fiber deployment is a plus.
- Ability to prepare and manage a budget, working in concert with the Governing Board
- Direct experience seeking, developing, and managing grants to support growth from government funders.
- Proven strategic problem-solving skills in a changing business or regulatory environment.
- Availability to attend periodic evening committee and Governing Board meetings.
- Familiarity and comfort with technical and project management tools for planning, execution, procurement, and multi-million-dollar budgets.
- Bachelor's degree, advanced degree, or equivalent work experience.

Job Details

Start Date: Immediate

Job Type: Full time, grant funded for at least 12 months

Location: Work remotely. Flexible/work from home. Multiple locations and field work. Visits and Zoom/Teams meetings with contactors to cultivate and maintain relationships are essential. In person meeting space available at CCRPC.

Compensation: \$90,000-\$115,000, commensurate with experience.

Benefits: Paid vacation time, **insurance stipend, pension plan?**

Schedule: Flexible hours, periodic evening availability, availability during outage conditions.

Reports to: Governing Board

To apply, send resume and cover letter detailing your interest and vision in this position to..... Resumes sent without a cover letter will not be considered.

CCCUD is committed to diversity in the workplace, an equal opportunity employer and does not discriminate on the basis of an individual's race, creed (religion), color, national origin, ancestry, age, sex (including gender expression), or sexual orientation. All employment is decided on the basis of qualifications, merit, and business need.