



Northern Border Regional Commission

Location: Anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Deputy Executive Director

Supervisor: Executive Director

Travel Requirements: Periodic travel within the NBRC's territory (Maine, New Hampshire, New York & Vermont) for staff meetings and Commission meetings. Occasional travel to Washington, DC, may also be required.

POSITION SUMMARY

The Deputy Executive Director is responsible for supporting critical Agency operations and executing Agency strategy, in collaboration with the Executive Director. The position will incorporate elements of finance, operations, communication, and strategy. The role will liaise with NBRC staff and stakeholders, as well as Federal officials from NBRC partner agencies, and Congressional Delegation staff members.

This position is able to be based anywhere within the NBRC's territory (Maine, New Hampshire, New York, or Vermont), with periodic travel for staff and Commission meetings. Occasional travel to Washington, DC, may also be required.

ROLES AND RESPONSIBILITIES

Deputy Executive Director responsibilities span three primary categories:

Strategy

- Following the revision of the NBRC's Strategic Plan – anticipated in 2023 – the position will work with the Executive Director to prioritize strategic initiatives, and to develop a plan and timeline for execution, including identification of additional resources that may be required.
- Work closely with the Executive Director and Program Director to plan for grant program implementation, ensuring that the NBRC deploys funds consistent with Congressional and Administration intent, and to maximize the benefit of funding for communities in the NBRC's region.

Federal Partnerships & Compliance

- Represent the NBRC in Federal interagency partnerships, and in Administration-driven interagency collaborations.
- Drive the revision and completion of interagency MOUs, and work with the NBRC's Budget Analyst to track interagency funding transfers and partnership outlays.
- Review U.S. Office of Management & Budget (OMB) Budget Data Review (BDR) exercises and memoranda for relevance to the NBRC. Coordinate internal data collection and Agency responses.

Operations

- In collaboration with the Executive Director, work to find efficiencies in operational workflow within a growing organization, and work towards continuous improvement and streamlining of operations.

- Organize, develop, and update an Operations Manual to ensure business continuity.
- Identifies needed areas of external expertise, and collaborates with the Executive Director to develop procurement documents consistent with the NBRC's procurement policies.

Other tasks: The Deputy Executive Director will support other Commission functions as needed, such as special ad hoc reports or projects that may be required by the NBRC's stakeholders or internal management.

REQUIRED SKILLS AND EXPERIENCE

The Deputy Executive Director will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will hold a Bachelor's degree (and potentially a Master's degree in a relevant field), or equivalent experience, and 3-5 years prior experience in a relevant field:

- Demonstrated ability to communicate with a diverse group of stakeholders; excellent written and oral communication skills.
- Knowledge of operational procedures in a small organization context, and demonstrated ability to identify areas of potential efficiency gains.
- Ability to overlay multiple types of data and information in service of creating cohesive responses to stakeholder inquiries and requests for information.
- Ability to liaise directly with finance staff members to analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones, including ability to develop recommendations for financial and/or budgetary actions.
- Experience developing and executing strategic initiatives in small organizations.
- Knowledge of OMB circulars & "Budget Data Review" exercises that communicate priorities and compliance requirements to Federal agencies.
- A positive outlook, willingness to learn, and enthusiastic believer in the ability of public dollars to meaningfully impact the lives of people in the Northern Border region.
- Experience working in a remote/hybrid environment is required.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$75,000 - \$85,000 annually, depending on the skills and experiences of the successful candidate. This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Rich Grogan, Executive Director, rgrogan@nbc.gov

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs or terminations are decided on the basis of qualifications, merit, and business need.