**Northwest Communications Union District**

# Job Description: Executive Director

**SUMMARY**

The Executive Director provides overall leadership to the Northwest Communications Union District in pursuing the mission of the NWCUD to break the barriers to internet access for all in our communities. The Executive Director will develop the strategy and operations to finance and build an open access Fiber to the Premises network with universal connection in our service area, maintaining an emphasis on network performance, reliability, and quality of service.

The Executive Director is responsible of the general management of the NWCUD and is the focal point for communications with state regulatory agencies, financing entities, and our communities. The Executive Director executes the CUD’s business plans and manages NWCUD staff, contractors, and partners to reach the goal of establishing universal high performance broadband service in our communities

## PRIMARY RESPONSIBILITIES

## Working with the Governing Board and the Finance, Project Management, and Communications Subcommittees:

* Using staff and consultant resources, develop a financing, business, and implementation plan to build a universal access Fiber to the Premises network in the NWCUD service area. Plan the economics and feasibility and pursue an open access business model.
* Lead communications with the NWCUD communities, the State of Vermont and Federal agencies, the CUD Association, the Vermont Community Broadband Board, and the fiber communications industry.
* Lead the acquisition of required financing through state and federal grant opportunities, subordinated debt, and placement of municipal bond issues.
* Project management during the construction phase: responsible for total budget and schedule, including leading vendor selection, vendor management, design evaluation and approval, and operating partner development and selection.
* General Management of all NWCUD operations, including preconstruction planning and engineering, construction, subscriber outreach, subscription planning and plans, operating partner management, operations and maintenance, purchasing and inventory, leaseholds, billing and cash management. Manage operations to be cost effective and deliver excellent customer service.
* Develop policy and programs to provide for reduced cost access where needed.
* Maintain a thorough knowledge of broadband industry trends and advise the governing board on strategic planning and business development.
* Future business development including technology evolution, partnering opportunities, and expansion of services or service areas.
* Build the NWCUD team; responsible for hiring and performance management, implementation of compensation and benefit programs, setting NWCUD policy and compliance with all employment regulations. Develop an exemplary culture and work environment to recruit and retain exceptional team members.
* Supervise accounting resources to deliver timely and accurate financial results and projections to the governing board and compliance with federal and state tax requirements and regulations pertaining to non-profit municipal corporations. Lead Annual Operating Plan development and monthly and quarterly reporting.
* Maintain adherence to Vermont Open Meeting and public entity requirements.
* Participate in and support NWCUD governing board and committee meetings as needed as well as community regulatory body and state regulatory body meetings as needed.
* Perform all other related duties.

## EXPERIENCE REQUIRED

As the NWCUD is a new organization, the Executive Director position requires strong leadership, personal initiative, and general management skills. Broadband industry knowledge is required as is experience in project development and network deployment, including contracting, negotiating, and project management. The ability to develop and maintain financial plans, projections, and reporting is required as well as experience in grant writing and grant management. A familiarity with regulatory, public, and community relations principles and practices is required.

The position requires very strong communications skills and an ability to work effectively with Vermont regulatory and legislative bodies and industry groups. The NWCUD service area is diverse and the Executive Director must be able to communicate effectively with our communities and their town groups and legislative bodies.

Experience in a startup environment is desired and experience leading a community or cooperative-based organization is preferred. The ability to establish culture, manage multiple priorities and projects, and establish operations and procedures is required.

## EMPLOYMENT

Working conditions are an office environment, field observation of construction and assets, and meeting with state and local regulatory bodies Some statewide travel is required as well as occasional industry events. In the short term, the position will consist of full time telework, but office presence may be expected later on.

This is a full-time salaried exempt position reporting to the NWCUD governing board. Compensation will be competitive and appropriate to qualifications. Benefits include health insurance with 80% employer contribution, retirement savings programs, and paid time off.

*NWCUD is an Equal Opportunity Employer.*