



## **POSITION DESCRIPTION: Millinocket Program Manager**

The Northern Forest Center (the Center), founded in 1997 and headquartered in Concord, NH, is an entrepreneurial nonprofit organization with a mission to create bold possibilities that give rise to vibrant Northern Forest communities. We are a regional innovation and investment partner creating rural vibrancy by connecting people and economy to the forested landscape across Maine, New Hampshire, Vermont and New York. Our programs advance innovative strategies in community revitalization, the forest economy and regional strategy. Please see our website, [www.northernforest.org](http://www.northernforest.org), for more information.

The Center seeks a Millinocket Program Manager to oversee a diverse portfolio of local projects – including management of the Center’s six multi-family properties – and contribute to the Center’s broader community revitalization efforts across the Northern Forest. We pride ourselves on being a positive, friendly, productive, and flexible place to work.

**TITLE: Millinocket Program Manager (Part-time Temporary, up to 20 hours per week)**

**REPORTS TO: Community Investment Program Director**

**LOCATION: The Millinocket Program Manager will work from a home office in the Katahdin Region.**

**SUMMARY:** The Millinocket Program Manager will have primary responsibility for all the Center’s revitalization activities in the Katahdin Region. This high-visibility role requires strong local relationships and ability to advance diverse projects in partnership with others, all in service to the mission of creating a more vibrant community. The Center’s work environment places a premium on the ability to demonstrate independent initiative balanced with close collaboration with a highly integrated team of professional staff and networks of partner organizations.

### **Responsibilities**

- **Community Relationships:** Represent the Center in the community. Create and maintain relationships with area stakeholders. Participate in community and regional partnerships.
- **Property Redevelopment and Management:** Manage the Center’s six properties. Locate and screen potential tenants; evaluate rental rates. Manage potential commercial property redevelopment projects. Develop and implement property management schedule for maintenance; develop and implement property improvement plan; manage tenant relationships.
- **Project Management:** Oversee completion of regional wayfinding design and planning and advance project to the next phase. Convene partners, facilitate agenda, move projects forward. Identify and pursue new program/project opportunities. Manage an existing downtown revitalization group and workplan. Identify and pursue funding opportunities to implement workplan.
- **Organizational Development:** Contribute to regular staff and team meetings to advance our collective understanding of community investment strategies and impacts. Track local “measures of success” in accordance with Center evaluation framework.

### **Qualifications**

- Excellent inter-personal and communications skills and an ability to work well and foster collaboration among a wide range of people.

- Personal experience living and/or working in the Katahdin Region.
- Demonstrated ability to drive projects forward effectively and resolve difficult situations.
- Knowledge about home improvement, local contractors, construction contracting, and real estate markets is desirable.
- Proficiency with Microsoft Office suite and web-based communications and research.
- Ability to travel occasionally throughout the four-state region, sometimes overnight.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Salary and Benefits: Hourly rate dependent on experience**

**To Apply**

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to [resume@northernforest.org](mailto:resume@northernforest.org) with the subject line "Millinocket Program Manager." No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs, or disability.