



Katahdin Collaborative Community Accelerator Job Description (DRAFT)

Purpose

The Katahdin Collaborative seeks a Community Accelerator to undertake the communication, networking, and coordination among Collaborative partners to accelerate actions and outcomes from the Katahdin Gazetteer. The position will add capacity to accelerate Katahdin Collaborative's mission to create a positive environment to facilitate communication, leverage resources and foster collaboration among regional community members, volunteer groups, businesses, non-profit agencies, institutions, and municipalities, working towards the revitalization of the Katahdin Region.

Background

The Katahdin Collaborative started in 2015 as an informal roundtable of interested Katahdin area community and economic development groups including local governments. The intent is not to duplicate or replace the unique work of any individual group but to encourage collaboration, engagement and to creatively leverage resources. Participation is open to a wide range of groups working in the Katahdin region to increase communication and collaborate on the revitalization of the region.

The group continues to host a quarterly open forum for organizations, businesses and individuals in the region to share opportunities, gaps, upcoming events, and challenges. These open forums are a positive space for idea exchange and a platform for collaboration. In 2017, the Katahdin Collaborative decided to launch a year-long visioning process to create a community-led vision and action plan to help guide us as we diversify and grow our local economy. The process was called the Katahdin Gazetteer: A roadmap to the future. The [Katahdin Gazetteer: A Roadmap to the Future](#) was released in April 2019 and serves as the platform for coordinating future work.

Scope of Work and Deliverables

The Community Accelerator will work on behalf of the Collaborative to:

- 1) strengthen the network and connections between and among groups, organizations, businesses, institutions and individuals in the region to promote the six big ideas from the Katahdin Gazetteer;
- 2) ensure increased communication between groups, organizations, businesses and people in the Region to facilitate collaboration, leveraging resources and learning, and improving trust and understanding;
- 3) create a nimble structure of work groups, decision-making bodies, and story-tellers to support a central hub for capturing, reporting, and sharing actions-in-the-works, successes, outcomes, needs, and opportunities;
- 4) amplify our story of regional change and collaboration to state, regional and national partners.

Desired Qualifications

The ideal Accelerator is a mission-driven, strategic professional with a creative spark, a passion for project management, and significant experience community-building. He/she/they must possess exceptionally strong leadership and interpersonal skills, and have demonstrated excellence in planning, priority-setting, tactical execution, and communications.

We are looking for an individual who has the following qualities:

Visionary: Commitment to and passion for the Katahdin region's vision and familiarity with the region

Collaborative:

- Experience fostering and supporting relationships; skilled in lifting up the work of others, often in a behind-the-scenes way
- At least 3-5 years of experience building and nurturing networks, coalitions, or communities of practice that encompass a range of perspectives, cultures, and backgrounds
- Experience working with and leading teams with diverse community contributors from a range of sectors

Communicator: superb verbal, written and digital communication skills, a good story teller, and can share information to catalyze change

Results Oriented: Ability to move groups toward action, deliver results in line with end goal within a shoe-string budget

Adaptive: Comfort working with ambiguity, flexible, willing to listen to almost any idea, weighs all ideas in relation to the end goal

Organized: Strong project-management skills including organization, coordination, attention to detail

Facilitator: Excellent meeting facilitation skills

Systems thinker: has big picture perspective, understands how the pieces fit together, sees patterns and relationships

Motivated: Able to work independently in a non-traditional work setting without daily supervision and goal setting

Additional Experience (not required):

- Grant writing
- Data driven - values using data to adapt and refine strategies, able to manage data collection
- Network organization and management
- Facilitative leadership training

Position Details

The Community Accelerator will be located within the Katahdin region, with the ability to travel and participate in meetings with partners throughout the region and at other locations.

The Accelerator's contract will be managed by a committee of three representatives of the Katahdin Collaborative Steering Committee. The Accelerator will have access to expertise and practical support through partner organizations. The Accelerator will work on behalf of the Katahdin Collaborative within the bounds of a scope of work, co-developed with and overseen by the Governance Committee.

Compensation

Compensation will be competitive and commensurate with experience. 2000 hours, hourly rate in the range of (up to) \$40 per hour. This is a one-year contract that may extend to future years.

To Apply

By **August 16 at 11:59 p.m.**, please send a cover letter and resume to lucy@ourkatahdin.com with “Community Accelerator” in the subject line. We are looking for a thoughtful, personalized cover letter that displays your qualifications, enthusiasm, and communication style. No phone calls, please.

Katahdin Collaborative’s commitment to diversity and inclusion reflects our vision of a just, sustainable Katahdin Region of Maine. We do our best work when we embrace differences and thrive when we explore them. We’re interested in hearing from people who can work with diverse colleagues of varied experiences. We are committed to equal opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status.

Hiring Timeline

7/19 – post

8/16 - deadline

week of 8/19 - 1st interviews

week of 8/26 - 2nd interviews

9/9 - first week of work (hopefully, but attend 9/11 Katahdin Collaborative quarterly meeting at minimum)