

Executive Director, Vermont Technology Alliance

Position Title: Executive Director

Location: Vermont. Chittenden County preferred (Remote and On-site as needed)

Organization: Vermont Technology Alliance (VTTA)

Reports To: Board of Directors

Compensation: \$60,000 - \$80,000, depending on experience, including the opportunity for a bonus.

Position Start Date: January, 2025

Position Overview

The Vermont Technology Alliance (VTTA) is seeking an engaging Executive Director (ED) who has a passion for emerging technologies and a strong fundraising background to lead the organization in advancing the growth and success of Vermont's technology sector. The Executive Director is responsible for leading the VTTA in its mission to promote, support, and grow technology businesses, jobs, community, and education in the state of Vermont. This role has ownership of all aspects of the organization and includes strategic leadership, membership development, public policy, events, operational management, outreach, communications, fundraising, and potential staffing. The ED receives support from a volunteer [Board of Directors](#) made up of Vermont technology leaders.

Key Responsibilities:

Strategic Leadership:

- Develop and implement VTTA's strategic vision and plan in collaboration with the Board of Directors.
- Identify and pursue opportunities for growth, partnerships, and new initiatives to advance the organization and Vermont's technology sector.

Membership Development:

- Drive membership growth through the identification of prospects, targeted outreach, and development of contacts and relationships.
- Develop and implement strategies to enhance member retention, benefits, and services.

Advocacy and Public Policy:

- Advocate for policies and initiatives that support the growth and success of the technology sector in Vermont.
- Coordinate the work of the contract public affairs firm.
- Stay informed about legislative issues affecting the technology industry and provide regular updates to VTTA public policy funders and other members.

- Prepare written and in-person testimony, talking points and other information on issues and legislation.
- Coordinate with other business organizations.

Events

- Create, plan, and promote events that bring VTTA members and the tech community together for networking and connections.
- Develop and carry out VTTA events and plan details: topics, speakers/participants, venue, sponsors, event publicity.
- Work with partners on co-hosted events.
- Attend events and manage all details.

Operational Management:

- Oversee the day-to-day operations of the VTTA, including budget management, and effective administration of programs, events, and services offered by the VTTA.
- Manage financial performance, including membership information and renewals, contract services, potential grants and fundraising opportunities, and maintaining financial stability.
- Manage VTTA staff and volunteers

Stakeholder Engagement:

- Serve as the primary spokesperson and representative of the VTTA to the technology community, government officials, media, and the public.
- Build and maintain relationships with members, partners, sponsors, and other stakeholders.
- Facilitate collaboration and communication among technology businesses, educational institutions, and other relevant entities.

Communications:

- Develop and execute marketing and communication strategies to raise awareness of VTTA's mission, programs, and achievements.
- Prepare, design, and publish monthly online newsletter, including news and events summaries and monthly newsletter message.
- Use social media and other digital platforms to engage with the technology community and promote VTTA activities.

Qualifications:

- Bachelor's degree in business administration, technology management, communications, marketing, or another relevant field.
- Experience in a leadership role within a technology organization, business association, or similar entity.
- Experience in strategic planning, financial management, and organizational development
- Experience in advocacy, public relations, and stakeholder engagement.
- Excellent written communication, interpersonal, and public speaking skills.
- Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Passion for promoting technology innovation and business growth in Vermont.

Application Process:

Interested candidates should submit a resume, cover letter, and references to admin@vtta.org by September 23. The Vermont Technology Alliance is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

About Vermont Technology Alliance:

The Vermont Technology Alliance (VTTA) is a nonprofit, membership-based, business association dedicated to advancing technology-focused businesses and innovation in Vermont. Our mission is to promote the growth and success of the state's technology sector through advocacy, collaboration, and outreach. We strive to help create an environment where Vermont's tech companies can grow and thrive in Vermont.
