

# Director, Connected Program

INCUMBENT: TBD  
REPORTS TO: VP, Digital Inclusion  
LOCATION: Remote  
STATUS: Full-time, Exempt  
DATE: March 1, 2022



## TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to [HR@connectednation.org](mailto:HR@connectednation.org). Compensation range is approximately \$85,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

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## DESCRIPTION

The Director, Connected Program, is responsible for managing the development and implementation of Connected, Connected Nation's broadband assessment and planning program, across the United States. This position develops and maintains all Connected partner relationships in support of advancing the program and Connected Nation's mission and strategic objectives. In addition, the Connected Program Director will provide primary management and oversight, ensuring objectives are carried out on time and within budget.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the development, innovation, implementation, and efficiency of the Connected program across multiple markets in a manner that supports CN's mission and Connected's goals in particular.
- Identify and develop new solutions to closing Digital Divide gaps as a result of Connected community-level activity analysis.
- Oversee and ensure all program deliverables are achieved and maintain budgetary compliance in all respects.
- Cultivate and maintain partnerships with targeted entities that add significant value to Connected and provide opportunities for expansion and growth.
- Leverage research data obtained from communities to inform policy recommendations and programmatic enhancements.
- Be a spokesperson for the program and the broadband needs of local and regional communities.
- Represent the needs of Connected to CN's senior leadership.
- In collaboration with CN leadership; develop and implement a sustainability plan for Connected, including funding support and the development of partnerships to further develop the Connected program.
- Develop and manage detailed expansion plans/strategies, conduct market analyses, and perform ROI on program delivery and enhancements.
- Recommend time frames, funding needs, procedures for accomplishing project, staffing requirements, and allotment of resources to various phases of Connected.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in government, sales, marketing or general business or a related field is preferred. Master's degree is highly desirable.
- 5+ years of government affairs, account management or partnership/business development experience.

## QUALIFICATIONS

- Excellent verbal, written, and interpersonal communication skills displaying considerable confidence, tact and diplomacy.
- Ability to develop and maintain professional and trusted relationships with senior executives at national and multinational companies and organizations.
- Strong leadership and managerial skills along with the ability to manage multiple projects simultaneously.
- Strong work ethic and unquestioned personal and professional integrity.
- Strategic vision and thinking ability to look beyond the present situation, conceptualize key trends, and identify changing demands.
- Creative, innovative, and "out-of-the-box" thinking skills.
- Ability to meet travel requirements, which may be extensive.
- Valid state driver's license.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry 10 lbs.
- Ability to operate computer and other equipment in the office.
- Must have sufficient mobility to move around the office and the community.

*About Us: Connected Nation is a national nonprofit, 501(c)(3) organization that develops and implements strategies to close digital equity gaps and improve digital skills in communities across the US. Our mission is to improve lives by providing innovative solutions that expand the access, adoption, and use of broadband (high-speed internet) to all people. We believe that everyone belongs in a Connected Nation.*

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*