

# Rachel Shields Ebersole

Organized, efficient, and personable program manager and administrator with 13 years of experience leading projects and initiatives. Gifted facilitator with a passion for creating welcoming, collaborative, and joyful meetings that foster clarity and action. Strong written communicator and public speaker. Creative, strategic, and detail-oriented; highly self-motivated both independently and as part of a team. Unruffled by competing priorities and deadlines.

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| Target Position | My ideal position is a collaborative operations role with responsibilities that include a mix of coordinating teams, managing projects, programs, or events, and/or building relationships.   |  |
|                 | <p>Ideally this role would include:</p> <ul style="list-style-type: none"> <li>• A mix of operations, creative, and strategic work</li> <li>• Opportunities for facilitation and/or program design</li> <li>• Relationship building, within or outside of the organization</li> <li>• Up to 25% travel</li> </ul> | <p>Possible job titles:</p> <ul style="list-style-type: none"> <li>• Program manager</li> <li>• Project manager</li> <li>• Operations manager</li> <li>• Outreach manager</li> <li>• Membership manager</li> </ul> |

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| Target Organization | <p>I would like to join an organization that empowers people who are creating positive change.</p> <ul style="list-style-type: none"> <li>• Focused on solutions, action, and empowerment within the served community</li> <li>• Organizational culture that encourages employee growth and initiative</li> <li>• Remote, or located within 45 min of Greenfield, Massachusetts</li> </ul>   |  |
|                     | <p>Such an organization might be a ...</p> <ul style="list-style-type: none"> <li>• Socially conscious consulting firm</li> <li>• Community foundation</li> <li>• Professional association</li> <li>• Nonprofit network</li> <li>• Economic or community development organization</li> <li>• Advocacy organization</li> <li>• Workforce development board</li> <li>• Socially responsible for-profit</li> <li>• Progressive chamber of commerce</li> <li>• Trade journal or mission-driven magazine</li> <li>• Conservancy or land trust</li> <li>• Continuing education program</li> <li>• College or university institute</li> <li>• Community college</li> <li>• Museum</li> <li>• Community engagement organization</li> <li>• Municipality</li> </ul> |  |

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| Representative Organizations of Interest | <ul style="list-style-type: none"> <li>• Strong Towns</li> <li>• B Lab</li> <li>• Talley Management</li> <li>• Association for Women in Science</li> <li>• Big Path Capital</li> <li>• Meow Wolf</li> <li>• The Nature Conservancy</li> <li>• U.S. Green Building Council</li> <li>• Urban Sustainability Directors Network</li> <li>• Rural LISC</li> <li>• Vermont Arts Council</li> </ul> | <ul style="list-style-type: none"> <li>• Northern Forest Center</li> <li>• Hannah Grimes Center for Entrepreneurship</li> <li>• UMass Amherst centers and institutes</li> <li>• Vermont Community Foundation</li> <li>• Vermont Land Trust</li> <li>• Connecticut River Conservancy</li> <li>• Vermont Council on Rural Development</li> <li>• Northern Border Regional Commission</li> <li>• Community College of Vermont</li> <li>• Franklin Regional Council of Governments</li> <li>• Vermont Sustainable Jobs Fund</li> </ul> |
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# Rachel Shields Ebersole

## Expertise:

Programs · Operations · Facilitation

Relationship Building · Communications

(802) 332-3078 · reshields@gmail.com

Greenfield, MA

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|---------------------|---|
| Employment History  | <p><b>GROW SoVermont Program Manager &amp; Community Projects Specialist</b>, Brattleboro Development Credit Corporation, Brattleboro, VT</p> <p><b>Operations Coordinator</b>, Imagine MKE, Milwaukee, WI</p> <p><b>General Manager</b>, Urban Office, Portland, OR</p> <p><b>Editorial Project Manager</b>, Longhill Partners Publishing, Woodstock, VT</p> <p><b>Farm Store and CSA Membership Manager</b>, Osage Gardens, New Castle, CO</p>  |
| Sample Program Work | <ul style="list-style-type: none"><li>• Currently developing GROW SoVermont, a robust program to welcome new and returning Vermonters, nurturing leads, making connections, hosting events, recruiting volunteers, and building partnerships.</li><li>• Doubled the number of submissions and nominations received for BDCC's Vital Projects and Emerging Leaders Awards, while streamlining processes, resulting in less total work for reviewers and a much wider representation of the community.</li><li>• Built a cohort of new arts and culture CEOs for professional development and mutual support as part of an arts advocacy nonprofit in Milwaukee.</li><li>• Created a pop-up coworking series and the Ottauquechee YALHT Club (Young Adults Live Here Too) in receiving Sustainable Woodstock's Economic Development Award for both efforts.</li></ul> |

## Sample Materials

**Community Engagement and Facilitation:** Whiteboards from [CEDS project review process](#) and [local leadership focus group](#)

**Meeting Design:** Internal team values [agenda and handouts](#)

**Facilitation and Public Speaking:** [Moderating a local leaders panel](#)

**Research and Recommendations:** Welcoming New Residents [presentation](#), [slides](#), and checklists ([website](#) and [general practices](#))

**Communications:** "Meanwhile, in Vermont" [relocation newsletter archive](#) and [BDCC blog post archive](#)

**Outreach:** GROW SoVermont [program flier](#), [job tips](#) and [housing tips](#) handouts

## Comments from Coworkers & Clients

"You make being organized fun!" — David Lee, CEO, Imagine MKE

"Kind, peaceful, poised, and calm even when working in a chaotic or loud environment. Great at leading meetings and keeping people on task."

— Christy Betit, Pipelines and Pathways Program Manager, BDCC

"Rachel is a terrific moderator and facilitator, adept at getting everyone to participate, but also keeping them focused on the material at hand. In her work, she cuts to the chase and gets things done. I love that I can throw a bunch of wildly disorganized but promising ideas her way and then they'll come back formatted in a way that is digestible. From slide decks to meeting agendas, she's a master at creating something cogent out of chaos."

— Meg Staloff, Southern Vermont Economy Project Manager, BDCC

"Rachel was a great support, helping my coauthor and me stay energized even in the final stages of revision. She asked insightful questions, made helpful suggestions, and kept us informed about each step."

— Kerry Olitzky, author and nonprofit consultant