

Development Review Coordinator
Martha's Vineyard Commission

The Martha's Vineyard Commission is seeking a full-time Development of Regional Impact (DRI) Coordinator. This position plays a central role at the Martha's Vineyard Commission, the Island's regional planning agency, working directly with applicants, commissioners, town officials, MVC staff, the public, and others to coordinate and facilitate the review of DRI projects, as outlined under the Commission's founding legislation, Chapter 831 of the Massachusetts Acts of 1977.

Job Description

The DRI Coordinator oversees the administration of Development of Regional Impact reviews, including as liaison between DRI applicants, MVC staff, the Commission, third-party organizations, and the public, throughout the DRI process. Specific responsibilities include the following:

- Communicate regularly with DRI applicants, MVC staff, and the public in regard to requirements, submissions, schedules, and other issues
- Research and present information on the historical, cultural, environmental, scientific, and economic implications of DRI projects
- Ensure that MVC staff and the Commission receive all materials needed to fully evaluate and potentially condition a project, including plans, reports, maps, photographs, public correspondence, and other documents
- Regularly organize and present DRI materials to MVC staff, the Commission, and the public
- Ensure compliance with DRI policies and the DRI Checklist
- Communicate with and oversee third-party organizations hired in the course of DRI reviews
- Attend regular staff and staff-applicant meetings, as well as meetings of the MVC Land Use Planning Committee and full Commission, site visits, and other meetings as needed
- Draft and publish DRI staff reports, decisions, and other official documents
- Maintain an archive of past DRIs, and provide such materials to staff, the Commission, and the public as needed
- Participate in DRI policy development and revision, including regular review of the DRI Checklist
- Maintain and update DRI materials on the MVC website
- Other DRI-related activities, as needed

Qualifications

- Minimum bachelor's degree in urban/regional planning, local government administration, or other relevant field (master's degree preferred)
- At least two years professional experience (or combination of training and experience) including site plan review, regional planning, and/or master planning; applicants with legal experience are encouraged
- Experience with geo-based computer mapping (specifically ESRI-based)

- Ability to source, organize, and analyze information, formulate substantive reports/recommendations, and present them concisely
- Exceptional oral and written communication skills, including public presentations, written reports, and official correspondence
- Ability to establish and maintain effective working relationships with applicants, MVC staff, Commissioners, local boards and officials, and the public

Please send a cover letter and complete resume to MVC Executive Assistant Lucy Morrison at morrison@mvcommission.org.

For more information: www.mvcommission.org