



## **New Hampshire Humanities Program Manager – Community Project Grant Making**

August 3, 2020

New Hampshire Humanities (NHH) strives to connect all people in New Hampshire with inspiring and challenging ideas of the human experience. We harness the power of the humanities by offering programs, grants, and opportunities to all people of New Hampshire, supporting lifelong learning, and fostering civic engagement and discourse. We do this by providing public programs and grants across the state to engage residents in learning, reflection, and meaningful conversation.

We believe that education is a lifelong process and is vital to each individual and to the strength of our communities, our state, and the nation. More specifically, it is our belief that engagement with the humanities and their capacity to explore stories within the American experience is critical to an understanding of the democratic process and serves to enrich the lives of all people in New Hampshire.

**Position Summary:** The Program Manager collaborates with others on NHH's 10-person staff to promote, generate proposals, and administer Community Project Grants, programs, and projects that align with NHH strategic goals.

This is a full-time, exempt position reporting to the Executive Director.

### **Essential Functions and Responsibilities:**

- Responsible for the oversight and administration of NEH-funded Community Project Grants including developing and maintaining the appropriate level of expertise in grantmaking and humanities related practices
- Monitors and aligns Community Project Grants policies and procedures to respond to changing constituent and institutional priorities, industry best practices, and applicant feedback
- Responds to inquiries about Community Project Grants and related application processes
- Screens and assesses prospective project proposals, works with applicants to refine plans and project budgets, provides due diligence and reviews all proposals, and makes funding recommendations to senior staff, appropriate committees, and board as needed
- Monitors a portfolio of grants by maintaining accurate records of grants awarded including reviews, circulation of proposals, production of decision letters, and contracts
- Attends meetings, conducts site visits, and reviews grantee submissions as part of overall responsibility for supervising grants
- Solicits, manages, and analyzes grantmaking data ensuring compliance with all National Endowment for the Humanities (NEH) policies and procedures
- Works with grantees and staff to monitor and evaluate the performance and progress of each grant to ensure consistency with the conditions of the award and support the successful achievement of the desired grant outcomes

- Monitors grant project evaluations and builds metrics for the overall evaluation and improvement of NHH's grants program in relation to the organization's strategic goals and community needs
- Works to continually improve NHH's grants management process and related systems
- Develops collaborative relationships and strategic partnerships across sectors to promote innovation, leverage resources, and build capacity for both NHH and partner organizations through grantmaking and strategic initiatives
- Collaborates with NHH's marketing communications department on website content, digital and print media, and related marketing materials
- Supports additional programs by strategizing with staff, board and advisory groups and may lead special projects or other programs
- Performs other duties as assigned

**Essential Knowledge, Skills and Attributes:**

- Demonstrated commitment to accessible, inclusive, and informative public humanities programming
- Excellent interpersonal communication skills
- Strong presentation skills
- Skilled in nonprofit project management
- Experience with the monitoring and evaluation of community-based projects/programs including quantitative and qualitative program assessment models and program planning
- Knowledge and experience with community building/community engagement strategies
- Prior experience related to pedagogy, public speaking, and knowledge/familiarity with New Hampshire's academic institutions, museums, historical societies, libraries, other cultural organizations is strongly desired
- Ability to prioritize tasks, analyze data, solve problems, and think critically

**Essential Qualifications:**

- Minimum of a bachelor's degree in a humanities field required plus 3-5 years of experience, advanced degree preferred
- Working knowledge of various social media platforms, and ability to learn other programs and platforms
- Strong computer skills, proficiency in Microsoft Office including database experience and comfort with learning new technology, Raiser's Edge experience a plus
- Willingness and ability to travel statewide and attend off-hours events as required
- Valid NH driver's license and vehicle

**Organizational Life:**

- Participates in the New Hampshire Humanities organizational life, including improvement teams and events as required
- Positively demonstrates the values and contributes to the culture of the NHH
- Demonstrates a commitment to community and to promotion of the humanities
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments

- Follows all company policies and procedures as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive work environment

New Hampshire Humanities is committed to creating a diverse environment and is proud to be an equal opportunity employer. People of all genders and members of all racial and ethnic groups are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.

New Hampshire Humanities is an Equal Opportunities Employer.

The Program Manager salary will be commensurate with experience. New Hampshire Humanities offers an attractive package of employee benefits, including health, dental, life insurance, disability, retirement plan, and paid time off. Relocation expenses will not be offered.

Please apply via [nhhumanities@gmail.com](mailto:nhhumanities@gmail.com) by Friday, August 21, 2020. Include resume, cover letter expressing your interest in the position and your view on why the humanities matter, and contact information (including phone and email address) for three job references. References will be checked only for finalists and with advance notice to the applicant. Please do not call.



## 2020 – 2023 Strategic Plan

### **Vision:**

We strive to connect all people in New Hampshire with inspiring and challenging ideas of the human experience.

### **Mission:**

We harness the power of the humanities by offering programs, grants and opportunities to all people of New Hampshire, supporting lifelong learning, and fostering civic engagement and discourse.

### **Values:**

We believe that education is a lifelong process and is vital to each individual and to the strength of our communities, our state, and the nation. More specifically, it is our belief that engagement with the humanities and their capacity to explore stories within the American experience is critical to an understanding of the democratic process and serves to enrich the lives of all people in New Hampshire. The quality and integrity of our programs, grants, and opportunities requires that they be offered by, accessible to, and in collaboration with a diverse group of people, especially the voices of those whose stories have not been fully or accurately represented throughout history. In fulfilling our mission of reaching all people of this state, we will strive to be inclusive and equitable in all that we do.