

New Hampshire Humanities

Program Manager

June 2018

New Hampshire Humanities (NHH) provides opportunities to cultivate curiosity, connect across cultures, examine beliefs, practice civility, and ignite ideas. We do this by providing public programs and grants to partners statewide to engage residents in learning, reflection, and meaningful conversation. Through cross-cultural, cross-disciplinary, and cross-time applications, we make insights from subjects like history, literature, and philosophy accessible and relevant to the challenges of today.

Position Summary: The Program Manager collaborates with others on our 11-person staff to generate and support programs and projects that align with NHH strategic goals. This is a full-time, exempt position.

Immediate Supervisor: Director of Programs and Grant Making

Essential Functions and Responsibilities:

- Responsible for the oversight and administration of *Humanities to Go (HTG)* program including cultivating, recruiting, and evaluating *HTG* presenters and topics.
- Manages application/audition process for potential new presenters and programs. Writes and/or edits content for online catalog of programs and presenters.
- Organizes periodic in-service training for HTG presenters on topics such as public speaking, leading effective discussions and learning activities, and using technology and visual aids.
- Ensures periodic evaluation of quality of presentations and provides feedback to presenters.
- Leads and supports NHH initiatives as prioritized by NHH leadership, focusing time on activities that advance named initiatives or priority areas of vision.
- Develops special projects and supports additional programs by strategizing with staff, board and advisory groups.
- Works with Communications Director on content of website, social and print media, and marketing materials.
- Works with Development Director on grant and sponsorship proposals.
- Manages relationships with humanities scholars and host organizations and develops new partnerships, audiences, and presentations, taking into account ongoing changes in learning styles, delivery models, and technologies, and New Hampshire Humanities' overall goals and programming.
- Provides documentation and reports for both funders and federal compliance.
- Performs other duties as assigned.

Essential Knowledge, Skills and Attributes:

- Broad understanding of the humanities
- Excellent relationship management skills and ability to engender trust
- Effective written and verbal communication skills, including active listening
- Ability to interact with a variety of organizations, people and communities in the state
- Familiarity with NH's academic institutions, museums, historical societies, libraries, theater groups, and other cultural and community organizations
- Familiarity with summative and formative program assessment models and program planning
- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Previous grant writing and knowledge of federal program compliance

Essential Qualifications:

- Advanced degree in a humanities field preferred, Bachelor's Degree in a humanities field with 2-4 years of work experience required
- Familiarity with social media, and ability to learn other programs and platforms
- Strong computer skills, proficiency in Microsoft Office and comfort with learning new technology; Raiser's Edge experience a plus
- Willingness and ability to travel statewide and attend off-hours events 2-4 times/month

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

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 is offered, including health, dental, life insurance, disability, retirement plan, and paid time off. Relocation expenses will not be offered.

Please apply at [https://nhhumanities@gmail.com](mailto:nhhumanities@gmail.com) by 7/15/18. 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.



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