



Executive Director, New Hampshire Humanities

New Hampshire Humanities (NHH) invites qualified applicants to apply for the position of Executive Director. We seek an experienced executive – a collaborative and creative leader with an established humanities background – that will spearhead the organization as it pursues its key priorities: supporting a growing slate of innovative public humanities programs and engaging with all people in New Hampshire while becoming a more diverse and high-performing organization.

Status: Full-time, exempt employee
Salary: \$90,000 - \$110,000, commensurate with leadership experiences
Reports to: Board of Directors, in close partnership with the Board Chair
Location: Residency in New Hampshire required
Deadline: Apply by May 17th

About New Hampshire Humanities

Founded in 1977, New Hampshire Humanities is the National Endowment for the Humanities' state affiliate and operates as independent nonprofit with a remit to support the public humanities at a local level. It has a 10-person staff and is governed by a nineteen-member volunteer board comprised of business, civic, academic, and philanthropic leaders. It has an annual operating budget of \$1.4million and is funded through federal awards (50%), foundations, and individual donors.

In accordance with its mission, NHH provides public humanities programming and disseminates federal grant funds to eligible non-profits and tax-exempt organizations to advance public humanities programs across New Hampshire. We believe that education is a lifelong process and is vital to each individual and to the strength of our communities, our state and our nation. More specifically, we believe that engagement with the humanities and their power to explore stories within the American experience is critical to understand the democratic process and serves to enrich the lives of all people in New Hampshire.

To learn more about the organization and programs, please visit www.nhhumanities.org/employment.

Position Overview:

Reporting to the Board of Directors, the Executive Director will work closely with the Board, staff, and key stakeholders to engage the public with compelling, inclusive and relevant humanities-based programs. As NHH reaches its 45th anniversary, the incoming executive director will join the organization at a pivotal moment. The Board will partner with the new executive director on key priorities of becoming a more diverse and high-performing organization and engaging an increasingly diverse constituency in high-quality humanities experiences. 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 in New Hampshire, we will strive to be inclusive and equitable in all we do.

As chief spokesperson, advocate, and partnership builder, the executive director will grow the organization's presence in the community, in the media, among scholars and academics, and through key partnerships. They will form strong relationships with major donors, the state, and local and federal agencies to sustain current revenue streams. In addition, they will cultivate cross functionality amongst the staff in developing new fundraising strategies that diversify revenue, steward donors and increase unrestricted funds.

Key Responsibilities:

- In collaboration with the Board, staff, and stakeholders, the Executive Director will craft a bold vision for the role of the humanities in New Hampshire. Refine programmatic and grants strategy to reflect communities' needs.
- Hire, manage, and develop staff who have the expertise, skills and capacity to operate the organization and administer programs and grants with a high degree of professionalism, intellectual rigor, and creativity.
- Manage finances with Board oversight. Prepare budgets and track expenses. Oversee timely and accurate financial statements, funder reports, and cash flow projections.
- Supervise administration, including contractor and vendor relationships. Ensure conformity to bylaws, nonprofit best practices and local and federal laws and regulations.
- Set fundraising strategy with development staff and key board members to significantly increase support from individuals, corporations, and institutional funders.
- Shape local and federal advocacy agendas that will promote NHH's impact on the public.
- Serve as chief spokesperson, representing NHH to a broad constituency of local, state, and federal governments, funders, community groups, schools, and the media.
- Develop strategies that use grants and programs to prioritize and reflect a strong commitment to diversity, equity, inclusion, and access.
- Monitor local and federal policies and legislation to identify opportunities and challenges for NHH's programs.
- Work with the Board to achieve good governance practices, grow financial resources, and recruit and onboard new members.

Experience, skills and qualities:

The ideal candidate will possess an educational background in a humanities or public humanities discipline; have a demonstrated ability to advocate for the humanities' value and importance in public life; and will bring vision, integrity, skill, flexibility, and collaboration to this role.

Candidates will be evaluated on these priority areas that were identified by the NHH's Board and staff:

- A clear knowledge of and passion for the humanities
- Master's degree or above in a humanities discipline preferred. Candidate may be considered if they hold a graduate degree in a related field with an undergraduate major in humanities or hold an undergraduate degree with a minimum of 5 years in an executive leadership position in a cultural institution or public humanities organization.
- At least 5 years of executive-level leadership in a cultural organization or humanities non-profit. Past experience as a successful executive director is strongly preferred.
- Skilled in nonprofit administration of budgets, finances, human resources, contracts, and public relations.
- Successful track record building and managing a high-performing team.
- Proven success with senior-level fundraising efforts
- Exceptionally polished and persuasive skills in written and verbal communication.

- Familiarity with public funding dynamics including federal funding requirements, NEH and the Federation of State Humanities Councils and awareness of innovative public humanities programs across the country.
- Respect for diverse backgrounds and points of view. Track record of creating inclusive programming and effective collaborations.
- Strong background cultivating innovative approaches to public programming.
- Demonstrated leadership in maintaining an effective partnership with a Board of Directors including governance, fundraising, recruitment and facilitating committee work.
- Proficiency in Microsoft Office and demonstrated ability to learn new technology.

Compensation and residency requirements:

Compensation is in the range of \$90,000 to \$110,000, subject to experience and meeting performance objectives. NHH offers a generous benefits package that includes health, dental, vision, life insurance, retirement plan, and paid leave.

To apply:

Please submit your resume and a cover letter detailing how your experience prepares you for this position. You will also be required to describe the role of the humanities as a public good, especially at this time (300-350 words).

Applications may be submitted [here](#). Deadline is May 17, 2021.

Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search.

Equal Opportunity Employer

NHH is an Equal Opportunity Employer and it is our policy to hire, train, promote, and provide terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, marital status, pregnancy, disability, or veteran status. Employment decisions are based solely on valid requirements in accordance with the principles of equal employment opportunities and affirmative action.

Physical Requirements

NHH is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

The employee routinely travels throughout the state of New Hampshire, attends national conferences, and is required to attend events at off-hours.