



Director of Development Job Description

Do you have the vision and spirit to join our dynamic, highly-engaged team as our new Director of Development?

We are looking for an energized, creative, curious individual who enjoys cultivating strong relationships with individuals, foundations, and corporate sponsors.

If you thrive when creating lasting partnerships, developing deep relationships, juggling multiple priorities, and knowing you are making an impact on the quality of life in your state, this could be your next big opportunity. New Hampshire Humanities (NHH) has a long history of dedicated support from individuals and organizations across New Hampshire. We seek an enthusiastic, self-motivated, and capable Director of Development to grow from this base of support to meet the growing need for humanities experiences in the state.

If you'd like to use your skills and expertise to help bring life-changing experiences to citizens of the Granite State and beyond, join our small yet mighty team on a big mission as we enter our 50th year!

About New Hampshire Humanities

NHH builds communities, entertains challenging topics, and engages all people in New Hampshire through public programming and grant opportunities for eligible nonprofits. We believe that the humanities strengthen our communities, our state, and our nation by forging connections between people and deepening our understanding of the world around us. Engagement with the humanities is critical to understanding the democratic process, the world, and each other, as we strive to enrich the lives of all people in New Hampshire.

Job Summary

The Director of Development is responsible for planning, organizing, and growing the organization's financial development including fundraising and grant writing activities. This position will manage a full-time Director of Annual Giving and reports to the Executive Director.

What You'll Do

Shape Development Strategy

You'll work with organizational leadership to steer the development program to increase the resources available for our strategic work. To maximize the impact of our development program, you'll keep abreast of the developing trends in the region and best practices, analyze opportunities, and adapt fundraising strategies for the organization. You'll help staff and board members become better representatives of NHH so they can build better relationships and partnerships that support our needs.

Build and Nurture Community Relationships

Knowing that resource development requires authentic connections, you will nurture strong relationships with supporters from across the NHH community - program participants, partners, donors, sponsors, and grantors. Collaborating with the team, you will cultivate new supporters by creating meaningful encounters of the humanities. You will help new community members understand the importance of the humanities and their role in sustaining them in New Hampshire. Through your support, you will encourage existing donors to deepen their involvement with NHH as they see the potential benefits that the humanities bring to Granite Staters.

Lead Teams that Solve Problems and Create New Opportunities

As a leader in the organization, you'll collaborate with teams ranging from the Board of Director's Resource Development Committee to staff project groups developing events. You'll motivate and guide teams to solve problems and deliver excellent results. You'll support staff as they grow into excellent representatives of NHH in donor presentations, on grant proposals, and at events.

Get Things Done

At a small organization like New Hampshire Humanities, everyone needs to be ready to roll up their sleeves and dive into the work. With the Director of Annual giving, you'll design methods to improve the results from annual appeals, create a planned giving program, expand corporate sponsorship, and steward major donors. You will develop grants and sponsorship opportunities to support NHH programming. Fundraising events, like our long-running "Annual Celebration of the Humanities," will need to be organized and run. You will balance priorities, track simultaneous projects, and say 'no' to work that feels urgent but must wait.

Who You Are

You really KNOW fundraising in New Hampshire

You've spent years perfecting your craft as a fundraiser and development officer. You managed teams and employees and helped them become excellent contributors to your organization. You know how to make a connection, show off the best of the organization's work, and inspire others about the mission. While you understand and use data, you also know the importance of face-to-face contact and the power of storytelling. Your writing is sharp and compelling, and you have used it in grant writing, donor reports, and appeals. You are ready to grow a well-established development program and create new opportunities for an expanding organization.

You are an empathic and powerful communicator

It isn't always easy to help others understand the importance of humanities. Truly seeing your audience and what is important to them is a vital step in connecting them to the mission of New Hampshire Humanities. Even with that understanding, we still must craft a story of our impact and potential that resonates with an audience that is busy, distracted, and pulled in a million directions. To accomplish our mission, we must connect with a wide range of people, organizations, and agencies in New Hampshire and help them understand our goals and see themselves as vital contributors to NHH.

You love to think and learn

The humanities embrace all aspects of learning about the world we live in, and you truly embrace the humanities. You love discovering new ideas, people, cultures, and perspectives. Learning does not stop with the NHH's programs and projects but includes continually learning about how to improve our work and expertise as individuals and a team.

You like saying "We" more than "I"

Our strength comes from the wide range of people that contribute to New Hampshire Humanities. From staff to board, from partners to donors, people from across New Hampshire must work together to achieve our mission. We will learn from and challenge each other, collegially growing together to find creative and effective ways to serve the people and institutions of the Granite State. As a team member, you strive to contribute to all aspects of the organization. As a leader, you help build a culture of respect and growth for all team members.

Specific Requirements

You should keep in mind that we also expect the candidate to be:

- Available to travel statewide and attend off-hours events. Able to use standard office equipment software, including entering information into data systems
- Ability to communicate in a clear and professional manner
- Ability to lift up to 25lbs

New Hampshire Humanities is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage people of all genders and members of all racial and ethnic groups 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.

The Director of Development will earn between \$65,000-\$75,000, based on experience. New Hampshire Humanities offers an attractive package of employee benefits including health, dental, life insurance, disability, retirement plan, and paid time off. We cannot offer relocation expenses.

Please apply at <https://apply.workable.com/nhhumanities/>. Applications will remain open until we select a qualified candidate. Please include a resume and a cover letter expressing your interest in the position and your view on why the humanities matter.