



Position Opening – Deputy Director

Do you have the energy and vision to join our dynamic, highly-engaged team as our new **Deputy Director**?

We are looking for an energized, creative, strategic, detail-oriented, and curious individual who enjoys bringing ideas and people together.

If you thrive when juggling multiple priorities, making connections, creating lasting partnerships, and knowing you are making an impact on the quality of life in your state, this could be your next big opportunity.

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

About the Organization: New Hampshire Humanities 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, our thinking, and each other, as we strive to enrich the lives of all people in New Hampshire.

Position Summary: The Deputy Director will be the thought partner of the Executive Director as New Hampshire Humanities charts its future growth and strategic response to an ever-increasing demand for the organization's services. The Deputy Director will have both internal and external responsibilities ranging from implementation of strategic goals, financial management, relationship development, and realigning operations to meet the organization's long-term priorities.

Essential Functions of the Position:

- Partner with the Executive Director in internal leadership activities (human resources, administration, financial management and organizational planning)
- Lead staff in delivering strategic goals and organizational priorities set by the Executive Director and Board of Directors
- Oversee and manage information technology, human resources, and budgeting/finance duties
- Develop annual budget in conjunction with the Executive Director to be approved by the Board of Directors and manage all aspects of the organization's finances
- Build and maintain strong relationships with organizations partners, volunteers, and funders

- Represent New Hampshire Humanities in industry-group conferences, professional associations, and other public venues
- Develop thought leadership around specific topics/emerging practice areas
- Serve as staff liaison to the Finance Committee and Investment Advisory Committee, ensuring fiscal accountability and long-term financial sustainability of the organization
- Identify best practices and improve internal systems with an eye toward future needs and budget realities
- In coordination with the Executive Director, work with department team leads to develop annual work plans and goals that align with organization priorities and strategic plan
- Mentoring, coaching of staff, and leading project teams

Candidate Requirements:

- Passion for the mission and work of New Hampshire Humanities
- Education: Bachelor's degree or positions with increasing responsibility demonstrated
- 5+ years in senior management position in a nonprofit organization
- Prior experience in annual and program budgeting and nonprofit fiscal management
- Preferred but not required: Prior experience managing human resource functions including personnel policies, compensation, and recruiting

Essential Skills and Experience:

- Outstanding communication and interpersonal skills
- Ability to interact with staff, board, and community members with flexibility and humility
- Track record delivering superior results in role requiring execution of multiple tasks while responding to multiple priorities
- Demonstrated ability to build and maintain relationships with a wide array of people
- Understanding of financial best practices

Full-time/Part-time: This is a full-time (40 hours), salaried position with a flexible schedule to accommodate occasional evening events.

Compensation & Benefits: Salary range is \$85,000-\$90,000 commensurate with experience. We offer an excellent benefit package including paid time off, generous health and dental insurance benefits with family coverage available, 5% retirement contribution, and more.

Work location: Office is located in Concord, NH; staff have the opportunity to work remotely but are required to work in the office 2-3 days per week.

How to Apply: Applicants must apply through Workable, <https://apply.workable.com/nhhumanities/>. All applications must include a resume and cover letter expressing your interest in the position and your view on why the humanities matters. **Applications without a cover letter will not be accepted.** No phone calls please.

Deadline: Applications must be received prior to March 31, 2024 to be considered. Applications will be reviewed as they are received, and job posting may close prior to March 30, 2023 depending on the number of applications received.