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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, 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, the world, 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 facing responsibilities ranging from implementation of strategic goals to relationship development to realigning operations.

Essential Functions of the Position:

- Partner with the Executive Director in internal leadership activities (human resources, administration, and organizational planning)
- Structure and lead teams to deliver outstanding programs and services
- Oversee information technology, human resources and budgeting/finance duties
- Build and maintain strong relationships
- Represent New Hampshire Humanities in industry-group conferences, professional associations, and other public venues
- Develop thought leadership around specific topics/emerging practice areas
- Identify best practices and improve internal systems with an eye toward future needs and budget realities
- Mentoring, coaching of staff and project teams

Candidate Requirements:

- Passion for the mission and work of NH Humanities
- Education: Bachelor's degree or positions with increasing responsibility demonstrated
- 5+ years in senior management position in a nonprofit organization
- Prior experience managing human resource functions including personnel policies, compensation, and recruiting preferred
- Prior experience in program budgeting and nonprofit fiscal management

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

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 \$80,000-\$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, retirement contribution, and more.

Work location: Office is located in Concord, NH; staff are currently working remotely 3-4 days per week.

How to Apply: Submit a letter of interest and resume via email to nhhumanities@jobs.workablemail.com or apply through [Workable](#). No phone calls please.

Deadline: August 25, 2022