

# **Leadership New Hampshire**

## **Assistant Director Position Description**

The Assistant Director reports to the Executive Director, and together with him/her, works to further the mission of Leadership New Hampshire. Specifically, she/he is responsible for management and oversight of the organization and its operations. S/he works to develop and maintain effective relationships with alumni, current class members, board members, consultants, and business, professional, and community leaders. S/he serves as the principal point of contact for all internal matters relating to Leadership New Hampshire.

Responsibilities:

### **Communications and Alumni Relations**

- Handles correspondence and telephone calls from alumni, current class members and/or prospects regarding LNH programming, events, or tools.
- Promotes visibility of LNH through representation at events and seminars.
- Manages the promotion and execution of annual campaigns, application process, special projects, and alumni events.
- Builds and maintains relationships with alumni and current associates.
- Explores and utilizes “new” media venues and forums, establishing LNH presence via podcasts, blogs, social media and other web-based communication venues.
- Oversees the development and maintenance of the website and online services, including the online alumni directory.
- Manages the production of LNH’s monthly e-newsletter, marketing brochures, website content, emails, and special reports.
- Executes the work of the Communications and Alumni Committees in coordination with the LNH Executive Director.
- Writes and edits press releases and promotional materials.
- Responsible for identifying new opportunities for fostering alumni relations and promotion of alumni and participant success.
- Supports the work of alumni efforts, as needed.

### **LNH Programming**

- Collaborates with the Program Manager on the planning and execution of all seminars and events including regional receptions.
- Sets program day budgets and manages Program Manager to ensure that all activities related to effective execution of a successful session are met.
- Works alongside the Executive Director to provide support and direction for Program Committee

### **Development**

- Works with Development Committee to meet annual fundraising goals, including the Annual Scholarship Appeal
- Responsible for ensuring that alumni/development database is relevant and up-to-date. Provide statistical feedback to staff, committee, and board when needed.

### **Board Communication and Engagement**

- Prepares materials for and supports the Board of Trustees and Executive Director in planning for quarterly board meetings
- Works with Board of Trustees and Executive Director in setting goals and direction for the organization.
- Attends all Board meetings and provides regular budgetary and organizational updates.

### **Operations and General Management**

- Coordinates inquiries from staff, state agencies, alumni, constituents and other outside callers, providing information, resolving problems or routing to appropriate person.
- Serves as the main liaison to LNH offices regarding administrative issues and information dissemination.
- Manages/plans/maintains supplies and office equipment
- Reports bi-monthly staffing hours to payroll services
- Attends training, seminars and workshops as deemed necessary
- Oversees staff to carry out daily business operations including bookkeeping and human resources.
- Handles management of office technology
- Sets annual operation budget with input from Executive Director
- Attends training, seminars and workshops as deemed necessary
- Ensures that organization is meeting annual budget goals.

### **Qualifications**

- Understanding of and commitment to the Mission of Leadership New Hampshire
- A minimum of five years of professional experience
- Strong interpersonal skills.
- Demonstrated ability to handle multiple and interrelated tasks and projects.
- Excellent communications skills, including written and oral presentations.
- Has advanced working knowledge website editing and database management
- Demonstrated facility in budgetary matters, including development and monitoring of financial operations.

Must have a vehicle and valid driver's license.

This full-time, exempt position has an annual salary in the low to mid \$40k. Leadership NH offers excellent benefits including health, dental, and retirement, flexible schedule and remote working opportunity. Extensive statewide travel with some evening hours.

To apply, please send each of the following to Stephen Reno at [stephen.reno@usnh.edu](mailto:stephen.reno@usnh.edu) as soon as possible-- interviews will begin immediately: resume, cover letter, and one writing sample. Incomplete applications will not be considered. No phone calls, please.

*Leadership NH is committed to creating a diverse and inclusive environment. We are proud to be an equal opportunity employer. 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.*