



Title: EXECUTIVE DIRECTOR
Salary Range: \$90,126 - \$110,000 /year

APPLICATION DEADLINE: August 24, 2018

SUMMARY

The Board of Directors seeks the next Executive Director of the New Hampshire Municipal Association (NHMA). The Executive Director is the key chief executive and administrative management leader of NHMA, responsible for overseeing the administration, programs and strategic plan of the organization. The position reports directly to the Board of Directors.

The Executive Director works under the broad policy direction of the Board of Directors, providing professional administrative guidance to the Board, supplying information and proposals to facilitate their formulation of policy. The Executive Director supervises and directs subordinate managers, and assists the Board and their various subcommittees in performing their functions.

Work of the Executive Director involves responsibility for planning, organizing, supervising, directing and coordinating multiple NHMA programs and activities. Work is performed with wide latitude for the application of independent professional judgment; the highest levels of initiative, resourcefulness, foresight, and problem solving are expected.

The Executive Director is subject to review by the Board with regard to results related to the following: (1) the general responsiveness of the organization to the needs of the Member local governmental entities; (2) the soundness of the NHMA's financial condition; (3) the quality of the services provided by NHMA; and (4) the positive public image of NHMA created by the Executive Director and staff. Work is reviewed by observation, conferences, feedback from Members and others coming in contact with the New Hampshire Municipal Association, oral and written reports, and periodic independent outside financial and management audits and performance reviews.

ESSENTIAL DUTIES: *(The following are illustrative and are not intended to be all-inclusive.)*

1. Provides the leadership and oversight necessary to ensure the comprehensive delivery of legal, advocacy, and communications services to local government officials from NHMA member municipalities to strengthen the quality of local governments and the ability their officials and employees to serve the public.
2. Exercises supervisory responsibility for both professional and administrative staff, and provides technical, professional and policy guidance to employees. Assumes responsibility for the NHMA's overall organizational structure and human resource matters, including the

development of clear lines of authority and responsibilities as well as the implementation of creative staffing solutions such as the use of interns or volunteers.

3. Works closely with the Government Affairs Counsel to oversee the development of NHMA's legislative policy, develop strategy to advance NHMA's legislative agenda, and supervise the lobbying efforts of all advocacy staff. Testifies before legislative committees, performs individual lobbying of legislators, and state officials, including the Governor and the Governor's staff; drafts legislation and amendments thereto; tracks legislative documents and actions. Maintains and fosters productive working relationships with legislators, lobbyists and state officials.
4. Provides lead staff support to NHMA's Board of Directors, including scheduling and staffing of meetings, preparation of agendas, presentation of budget in concert with the Business Administrator, and implementation of the policies and programs adopted by the Board.
5. Works closely with the Legal Services Counsel to supervise the provision of legal services to assist local government officials in understanding municipal legal matters through presentations, articles, meetings, and direct legal assistance in the form of telephone consultations and written opinions. Directs and coordinates the training programs, legal advisory services, and publications, handbooks, newsletters and other written materials produced for members to enhance the mission of support to local government.
6. Works closely with NHMA staff to ensure the delivery of necessary communications services to meet the needs of NHMA audiences, including public relations strategies, media relations, traditional and electronic publications, *Town & City* magazine, *NewsLink* and the NHMA web site. Serves as NHMA's primary spokesperson. Responds to news media for information, opinion, and comment on legislative and related matters affecting local government. Develops campaigns and strategies to advance municipal interests through the media, both electronic and print.
7. Stays abreast of statutory and case law affecting municipal governments generally and New Hampshire local government in particular and provides legal guidance to other staff. Prepares verbal and/or written responses to legal and legislative inquiries.
8. Develops and fosters relationships with other advocacy groups and individuals whose interests may be similar or supportive to municipal interest, and participates as appropriate in joint initiatives and approaches to common problems. Establishes and maintains a cooperative professional relationship with the legal community and, in particular, municipal counsel, through attendance at significant Bar Association meetings, service on appropriate committees and active membership in specific sections of the Bar Association.
9. Handles all administrative and operational functions relative to the running of the organization.
10. Coordinates and works closely with NMHA staff and Board members on outreach initiatives to local government officials from both NHMA-member and non-member municipalities and other forms of government.

11. Must be creative and analytical in addressing the needs of the organization. Must act with professional integrity, honesty, and professionalism in all aspects of performance, understanding that the Executive Director's decisions have far-reaching consequences in terms of dollars, reputational risk, and organizational viability.
12. Oversees preparation of the annual operating budget in conjunction with the Business Administrator and oversees the management of the expenditure of funds during the year. The Executive Director maintains overall responsibility for the fiscal management of NHMA.
13. Other duties as required or as may be assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS

- Juris Doctorate degree
- Transparent and high integrity leadership.
- Three (3) or more years' senior management experience a plus.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of NHMA's strategic future to staff, board, and local government officials.
- Skills to collaborate with and motivate board members and other volunteers.
- Ability to interface and engage diverse groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.

SELECTION PROCESS: Must submit cover letter and resume to: careers@nhmunicipal.org. Selection process may include interview(s) and presentation to full NHMA Board. Successful candidate will be required to pass professional background investigation. The Executive Director is appointed by the NHMA Board of Directors.

EEO EMPLOYER