



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

**Director, Education and Career Initiatives**

Date of Last Revision: 06282018

**Department:** Community Impact  
**Status:** Full-time | Exempt

**Reports To:** VP, Community Impact

**Position Summary**

**Primarily Advances Strategic Goal: Increased Community Impact**

Provides strategic leadership and external engagement for the Foundation's work to strengthen career pathways and advance social mobility through higher education, the Foundation's student aid program and workforce training, focused on increasing opportunity for New Hampshire's young people, parents, and families.

**Essential Job Functions and Responsibilities**

***Education and Career Initiatives Leadership***

- Advances the development of the Foundation's external leadership role on state and local policies and investments that increase social mobility through higher education and workforce training
- Designs, recommends and implements the Foundation's strategy for external partnership, prioritizing initiatives for engagement; Maintains strong relationships with community partners, employers, educators, legislators and other key audiences
- Supports and strengthens key local and regional initiatives and coalitions that advance social mobility through higher education and workforce training at the local, state and national levels; Supports state and local partner's leadership and convening as needed to increase alignment and effectiveness
- Monitors and contributes to the development of public policies that advance social mobility through higher education and workforce training
- Maintains collaborative relationships with local and national foundations focused on higher education and workforce training, positioning New Hampshire to successfully leverage additional funding sources

***Grantmaking and Community Knowledge***

- Reviews, recommends and implements the Education and Career Initiative grantmaking strategy to achieve the greatest impact including proactively identifying and evaluating grant or partnership opportunities and presenting strategic recommendations to the Board of Directors
- Monitors grant outcomes, including conducting financial oversight, and reports back to directors, donors, partners and other stakeholders as needed
- Ensures grantee communications and relations advance strategic objectives and convenes grantees as needed to advance the strategy
- Actively participates as a member of the New Hampshire Tomorrow and Student Aid teams, partnering with colleagues to identify opportunities and needs and develop strategies to address them
- Further develops and maintains Foundation knowledge of proven practices around education, workforce training and supports, and social mobility and encourages best practices in New Hampshire.

### ***Donor Engagement***

- Works with key philanthropy staff and Foundation leadership to develop and implement a plan for engaging donors in Education and Career initiative related work. Develops and provides information to donors and participates in donor visits as requested

### ***Other***

- Performs other duties as assigned

### **Essential Knowledge, Skills, and Attributes**

- Extensive knowledge of education and career programs and services, including best practices and policy issues around higher education, student financial aid, workforce training, social mobility, or other relevant area of expertise
- Broad understanding of equity and social justice issues
- Well connected to leaders and practitioners in New Hampshire and nationally, or positioned to build such relationships, with keen understanding of strategy.
- Excellent interpersonal skills; demonstrated ability to interact well with a broad range of people and constituencies
- Ability to lead, inspire, and motivate others and assume a leadership role on a team
- Excellent relationship management skills, including experience managing complex relationships (e.g. board of directors, advisory boards, government agencies or representatives, project partners, donors, and others)
- Excellent written and verbal communication skills, especially active listening
- Ability to present complex ideas and analysis of important issues to a variety of audiences
- Ability to manage sensitive and confidential information with discretion and judgment
- Demonstrated ability to establish and lead initiatives, organize and prioritize multiple tasks and projects, including the ability to delegate tasks as needed and to work successfully with a professional team to meet organizational priorities
- Ability to be flexible and work comfortably in a fast-paced and collaborative environment
- Substantive knowledge in one or more areas of the nonprofit sector and/or geographic regions of New Hampshire, with a strong commitment to the nonprofit sector and philanthropy
- Belief in the mission and purpose of the New Hampshire Charitable Foundation

### **Job Characteristics**

- Shared office environment based in Concord, NH
- May require long periods of time at a computer
- Night and/or weekend work may be required
- Frequent travel in NH may be necessary; may require travel to conferences with overnight stays

### **Essential Qualifications**

- A combination of education and experience equivalent to the needs of the role.
- Experience or involvement in higher education and workforce development or related field, with broad understanding of nonprofits, the K-12 continuum, career and technical education, workforce training, and programs that advance social mobility.
- Proven ability to forge and advance strategic partnerships, coalitions, and projects
- Significant, proven experience in nonprofit leadership, management, and supervision

- Strong computer skills, including MS Office products, email, word processing, spreadsheets, Internet, and database applications; ability to monitor and use social media,
- Valid driver's license

### **Organizational Life**

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

*Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.*