

**POSITION ANNOUNCEMENT
NEW HAMPSHIRE FISCAL POLICY INSTITUTE
EXECUTIVE DIRECTOR
Concord, New Hampshire**

The New Hampshire Fiscal Policy Institute (NHFPI) seeks an Executive Director with the experience, leadership, and foresight to shape public policy debates in New Hampshire.

WHO WE ARE

Founded in 2009, the New Hampshire Fiscal Policy Institute (NHFPI) is an independent, non-profit, and non-partisan organization dedicated to exploring, developing, and promoting public policies that foster economic opportunity and prosperity for all New Hampshire residents, with an emphasis on low- and moderate-income families and individuals. NHFPI is a recognized and reliable source of information on state tax, budget, economic, and health policy matters. The organization is in a growth-oriented phase and plays multiple roles in the state's public life, serving as:

- ***A leader and a collaborator*** – We have been actively and visibly engaged in health, budget, and economic debates in New Hampshire, providing a clear, strong, and independent voice in support of policies that meet the needs of low- and moderate-income families and individuals in the Granite State. We are seeking a leader who can guide our growth.
- ***A communicator*** – Our *Common Cents* blog keeps policymakers, the press, and the public apprised of state budget and policy matters. Our briefings inform legislators, other policy decision makers and advocates on complex, pressing issues affecting low- and moderate-income families in New Hampshire.
- ***An analyst and an advocate*** – We are the only statewide nonprofit organization that offers in-depth analysis of state budget and policy issues and actively advocates in support of policies that improve the lives of Granite Staters.
- ***A convener*** – Our annual Budget and Policy Conference brings together elected officials, administrators, business and community leaders, and academic experts to identify needs and shape upcoming debates.

NHFPI is supported by the Annie E. Casey Foundation, the Endowment for Health, the New Hampshire Charitable Foundation, and private donations. Two national networks comprised of state-level policy research organizations, the State Priorities Partnership and the Economic Analysis and Research Network, are regular collaborators.

OUR SEARCH FOR THE NEXT EXECUTIVE DIRECTOR

NHFPI has developed a reputation for delivering timely, reliable, and accessible policy analysis, and has demonstrated vital leadership in advancing sound, fair, and sustainable fiscal, economic, and health policies that foster economic opportunity and prosperity for all New Hampshire residents, particularly low-income families and individuals. Additional information about NHFPI's current research can be found at our web site:

<http://www.nhfpi.org>

The next Executive Director's chief responsibilities are to:

- Provide strategic direction and ensures adherence to NHFPI's mission; work closely with the organization's Board of Directors to generate the funds needed to support it from a variety of sources, including charitable foundations, allied organizations, and individual donors;
- Maintain and strengthen relationships critical to the organization's success, including elected officials, program administrators, foundation officers, non-profit executives, policy activists, journalists, and press;
- Lead the organization's research, communications, and outreach efforts; Write press releases and other promotional materials, including fundraising appeals; provide accessible and compelling content for the NHFPI website;
- Provide fiscal management by developing the organization's annual budget and operating within its parameters, and submitting quarterly financial statements which accurately reflect the financial condition of the organization;
- Manage and enhance NHFPI's electronic communications, extending the reach of its email and social media updates, improving the organization's website, and bolstering its social media presence; and
- Supervise, evaluate, and encourage growth of the organization's staff.

MINIMUM QUALIFICATIONS

Education: A bachelor's or graduate degree in business administration, communications, public policy, public relations, or a related field

Experience: 5-10 years of professional experience; knowledge of state legislative and budget processes; demonstrated capacity to work collaboratively with policy makers, advocacy groups, and the media; managerial and supervisory responsibilities, organizational fund development experience

Knowledge: Exceptional writing, editing, and speaking skills, including the ability to analyze economic trends and explain detailed policy matters to a variety of audiences; a proficiency in using information technology and social media to promote both issues and organizations, as well as the ability to stay abreast of, and to capitalize upon, new developments in these fields

Personal: A strong commitment to social and economic justice; proven leadership skills and the ability to think strategically; creative and entrepreneurial spirit; the ability to work collaboratively with a small but skilled and highly motivated staff; ability to balance multiple responsibilities, and to complete projects and produce quality work under time constraints

COMPENSATION

NHFPI offers a competitive compensation package, including salary commensurate with experience, employer-provided health insurance, generous pension benefits, and paid vacation.

HOW TO APPLY:

Please apply at <https://nhfpi.workable.com/j/585816F8E2> by **Friday October 12**. Include a resume, salary requirements, and a cover letter that answers the question, "What are the greatest potential leverage points in making New Hampshire a place where all residents are prospering economically?"

Review begins immediately. All applications will be accepted in confidence. **The New Hampshire Fiscal Policy Institute is an affirmative action employer. Applications from women and persons of color are encouraged.**