

**New Hampshire  
Association of Counties  
Position Description**

Position Title: **Executive Director, Part-Time**

Reports To: The Officers of the Association

**GENERAL SUMMARY:**

Under the general direction of the Officers of the Association, the Executive Director will be the Chief Staff Executive responsible for the overall management and operation of the New Hampshire Association of Counties (NHAC), protection of the organization's financial assets, and compliance with applicable federal, state and Association requirements. The Executive Director's most pressing responsibilities will be member relations, financial management, government relations, advocacy, strategic planning, and staff management. The Executive Director will be a collaborative leader, with purpose, vision, and a passion for county government who will use these traits to create the processes and systems that support participation in decision making and guide the NHAC to accomplish its goals.

Toward these ends, the priorities for the initial 12 months of the new Executive Director's tenure will include:

1. Establishing an effective outreach communications program to engage directly with each individual member county to identify the needs, concerns, and objectives of the membership.
2. Establishing a means of communicating Association activities, news, and developments on order to inform the membership on a continuing and regular basis.
3. Establishing documented administrative processes for the operation of the business of the Association including budget, accounting, and financial reporting.
4. Driving the revitalization of the association and increased participation of its membership.

**KEY RESPONSIBILITIES:\***

Reporting to the Officers of the Association, the Executive Director will provide leadership to the organization and manage its day-to-day affairs, both internal and external.

1. Member Relations

- a. Conduct formal, regular member county visitations; promote Association goals, services, products, and the benefits of membership.
- b. Promote and encourage active participation by the membership in Association business and on Association committees.
- c. Drive the enhancement and growth of the NHAC's web and social media presence.
- d. Identify and nurture future NHAC leaders.
- e. Facilitate the preparation and presentation of NHAC conference(s), training programs, academies, and seminars.
- f. Provide for the support of the Executive Committee, Officers, Affiliates, and Association Committees, maintain Association records, and ensure compliance with applicable laws including NH RSA 91-A.

## 2. Financial and Staff Management

- a. Responsible for the financial well-being of NHAC utilizing sound budgeting, cash management, and established financial management principles.
- b. Supervise Association staff; prepare and conduct informal/formal performance evaluations and recommend appropriate compensation. Maintains employee records.
- c. Responsible for the legal operation of all aspects for the Association and insures full compliance with applicable federal and state laws. Formulate and recommend for adoption, policies and procedures in accordance with laws, regulations and Executive Committee directives
- d. Develop and implement an annual budget in accordance with Association By-Laws.
- e. Oversee the operation and maintenance of the NHAC office facility and personal property.

## 3. Government Affairs/Relations

- a. Responsible for maintaining and enhancing good working relationships with the New Hampshire Legislature, County Delegations, Administrative Departments of the State, and other pertinent regulatory agencies.
- b. Coordinate and manage a comprehensive legislative tracking, monitoring, and advocacy program in connection with the NH General Court. Support the work of the NHAC Legislative Committee. Prepare legislative fiscal notes as required.
- c. Conduct special events as necessary including Bill signing ceremonies, press conferences, and legislator education programs and presentations.
- d. Act as chief liaison to the National Association of Counties and all local state associations promoting cooperation in all aspects of the relationships.

## 4. Strategic Planning

- a. Work closely with the Officers of the Association to articulate the vision, set the strategic direction, and refine the Association's business strategy
- b. Lead the development of current and long-term organizational goals and objectives. Establish plans to achieve goals set by the Executive Committee and implement policies, subject to approval by the Executive Committee.
- c. Support the Executive Committee, Officers, Affiliates, Standing Committees, and Association staff to create, monitor, and adjust strategic and tactical plans.

## **OTHER DUTIES AND RESPONSIBILITIES:**

1. Directs the preparation and maintenance of such reports as are necessary to carry out the purpose and objective of the Association and to maintain its 501(c)(6) trade association status.
2. Promotes and maintains responsive community relations.
3. Maintains current knowledge of trends and practices in the field.
4. Performs such other duties and responsibilities as may be assigned by the Officers and/or Executive Committee.

**SKILLS/EXPERIENCE/CHARACTERISTICS/COMPETENCIES REQUIRED:**

- A keen interest, genuine passion for, and deep personal commitment to NHAC's purpose and objective to promote the interests of county government.
- A minimum of (5) years of broad-based senior management experience with a demonstrated track record of building an organization.
- The capacity to facilitate visionary thinking and to articulate a clear, collective vision for the membership and the ability and drive, to generate, and to execute creative initiatives for the continued development of the Association.
- Knowledge of NH County government structure, function, and issues is preferred.
- Superior written and oral communications skills are essential.
- Proven association management experience; leadership of a for-profit/not for-profit, or government organization is preferred.
- Experience managing the "political" aspects of communications. Ability to effectively interact with people of varied educational, socioeconomic and ethnic backgrounds, skill levels, and value systems.
- A tolerance for and understanding of how to use conflict and demonstrated conflict resolution skills are essential.
- A proven commitment to the collaborative process; credibility; the ability to relate comfortably to the membership; strong facilitation skills; the ability to be a catalysts; a commitment to the common good, rather than to narrow interests; inflexible in the defense of the inclusiveness, openness, and collaborative nature of the process.

**SUPERVISORY RESPONSIBILITY:**

The Executive Director supervises all Association staff in accordance with NHAC policies and all applicable federal, state, and local laws and regulations.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Most time spent in normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Subject to some noise levels from office machinery.
- Regularly uses computer keyboard, requiring eye-hand coordination and finger dexterity.
- Ability to climb, bend, stand, lift, carry, and work in a wide range of physical conditions.
- Travel throughout the State of New Hampshire will be required. A valid driver's license and flexible hours are required. Travel overnight and out of the State of New Hampshire may be required. \*
- Pre-employment screening may include criminal, education, identity, employment, and drug.

*The NHAC is a 501(c)(6) trade association registered in the State of New Hampshire. It represents the interests of the ten NH County government units, their elected officials, and appointed staffs.*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed or identified by an \*) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*