



31 Warren Street, Concord NH 03302

## **Program Director**

### **Job Description**

**15 hours per week position**

#### **MISSION**

New Hampshire Businesses for Social Responsibility (NHBSR) is a statewide 501c3 Nonprofit membership organization that fosters socially and environmentally responsible business in New Hampshire through its educational, networking and promotional opportunities, recognizing that people, principles and profits must be linked.

#### **VISION**

- NH businesses are better educated and prepared to execute corporate social responsibility practices.
- NH businesses are achieving viable sustainable growth that benefits all stakeholders.
- NH is a better place to establish and maintain businesses that value and exercise corporate social responsibility.

#### **OVERALL GOAL OF POSITION**

NHBSR is seeking a Program Director to join the senior management team and oversee all aspects of planning & delivery of NHBSR programs & services. This position will report to the Executive Director. The goal of this position will be to increase program revenue by 25% in the first fiscal year, through increased program attendance, increased program sponsorship and the development of fee for service models.

#### **GENERAL RESPONSIBILITIES**

Develop, plan, fund, manage and implement NHBSR's programs & services in accordance with the organization's strategic plan. Insure that all programs & services are produced with NHBSR's mission as a provider of valuable education, networking & promotional opportunities to our members. Work with the Executive Director and Programs & Services Committee to develop capacity building programming that fits with the overall strategy of the organization and aligns with the long term goals and expectations of the board. Foster a positive, team oriented, supportive environment in Programs & Services Committee meetings and at NHBSR events. Represent NHBSR at NHBSR events, other organization's events, presentations, workshops, trainings etc. Identify and raise necessary resources to fund existing programs & services so that they meet budgeted goals and develop new programs & services that help sustain the organization through new revenue streams. Work closely with the Membership/Operational Director to ensure that programs & services are effectively contributing to the recruiting and retaining of members.

#### **PROGRAMS & SERVICES SPECIFIC DUTIES**

- Prepare profitable/balanced program budgets
- Prepare and distribute annual schedule of programs & services.
- Develop and sustain the Programs & Services Committee, Chairs, sub-committees

- Complete programs & services timelines, marketing and public relations plans
- Work with ED & MD in the arrangement of all logistical details for events
- Solicit, secure and sustain corporate sponsorship and/or advertising for programs & services
- “Hands on” production, orchestration and implementation of events
- Attend program & service event and coordinate staff & volunteers to achieve goals of event
- Ensure that the expectations of the underwriters & sponsors are satisfied
- Evaluate programs & services effectiveness using outcomes based approach and ensure the organization’s ability to anticipate changing member needs and effectively respond. (development, distribution and analysis of member surveys and other measuring tools)
- Post program debrief & close out. Establish next year’s details in advance

#### **CURRENT NHBSR PROGRAMS & SERVICES**

- Breakfast with the Best (February)
- Spring Conference (May/June)
- Go On Tours (Quarterly)
- Webinars (Monthly)
- Annual Meeting (October)
- Misc Expos, Conferences, Trade Shows, Dinners, Events that NHBSR is involved with (@10)

#### **NEW NHBSR PROGRAMS & SERVICES TO BE DEVELOPED UNDER LEADERSHIP OF THIS POSITION**

- Sustainability Program
- Web based Interactive CSR/NHBSR Community (social networking, best practices database)

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- BA/BS with 2-3 years of program development & management experience
- Excellent written and verbal communication skills
- 2-3 years of experience working directly in the CSR/Sustainability field preferred
- Strong knowledge of latest research, trends, critical CSR issues facing NH businesses preferred
- Proven fund development experience preferred
- Effective public speaker
- Effective project management skills
- Ability to establish strong partnerships and collaborative efforts
- Organized with ability to multi-task
- Attention to detail
- Ability to work independently as well as part of a team
- IT Proficiency – Microsoft Office software, Website content management, database systems, constant contact
- Must have own reliable transportation and valid driver license

#### **WORK ENVIRONMENT**

NHBSR offers a supportive and engaged work environment that values and encourages creativity and growth. Our headquarters is located at 31 Warren Street in Concord. Some New Hampshire travel will be required for this position. Some early & late hours may be necessary. NHBSR is open to this position working from a home office as appropriate.

#### **ATTACHMENTS**

NHBSR Strategic Plan