



Director of Programs

NH LAKES

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LOCATION

Concord, NH (with some statewide travel)

About NH LAKES:

New Hampshire is home to nearly 1,000 lakes and ponds—some of the cleanest in the country. They are one of the reasons people choose to live in New Hampshire and come from all over the world to visit. Clean and healthy lakes are essential to the natural world and our quality of life, economy, and culture. The care of the lakes we all love is in the trust of the current generation using them, and it is up to us to protect them.

Today, New Hampshire's lakes face more challenges than ever before. Invasive plant and animal species continue to spread each year, polluted runoff water is causing more toxic cyanobacteria blooms than ever before, and climate change will continue to impact lakes in ways we've never experienced.

Our mission is critical and urgent—to restore and preserve the health of New Hampshire's lakes.

We are seeking an experienced program manager with enthusiasm to lead our conservation outreach programs and play a collaborative role in implementing our public policy and advocacy program. This is an opportunity to join a dynamic team as it continuously learns to boldly respond to the growing threats our lakes face. Together, we will work to achieve our vision—a New Hampshire where all our lakes are clean and healthy and caring for them is a way of life, doing business, and governing.

Equal Opportunity Employer:

NH LAKES is an Equal Opportunity Employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission. Successful candidates will be equity-minded and committed to furthering our Diversity, Equity, and Inclusion goals.

About the Position:

The Director of Programs:

- is a member of the Staff Management Team, which collaborates to shape organization-wide culture, strategies, and decisions, and shares responsibility for the organization's results.
- is responsible for planning, managing, implementing, and evaluating our conservation outreach programs, focusing on enhancing and expanding programs and incorporating operational efficiencies.
- collaborates with the President and the Director of Finance and Development on the funding and budget support required for conservation outreach work.

- works closely with the President building a statewide grassroots network to advocate for our conservation priorities in the state legislature and foster the adoption of lake-friendly public policy on the state and municipal levels.
- actively promotes cross-programmatic collaboration.
- develops and enhances our relationship with our supporters, supporters, program participants, community partners, business partners, state agency leaders, and legislators.
- supervises and mentors conservation program outreach staff (3 employees) and reports to the President.

This is a year-round, full-time (40 hours per week), salaried position considered exempt from the Fair Labor Standards Act for overtime pay, with a comprehensive benefits package.

Desired Skills and Experience:

At NH LAKES, our priority is finding the best candidate for the job. We encourage you to apply, even if you don't meet all the qualifications or have a less traditional background.

- Master's degree in natural resource management, conservation, environmental studies, public policy, or related field, plus at least five years of related experience, including at least three years of supervisory experience, OR equivalent combination of education and experience.
- Experience in leadership roles in natural resource conservation, lake, and watershed management, or public policy.
- Knowledge of lake and watershed science and management techniques.
- Ability to inspire and work with staff, board of directors, committee members, supporters, program participants, community partners, business partners, state agency leaders, and legislators.
- Proven ability to develop and maintain effective partnerships.
- Proven ability to set and implement priorities, manage multiple projects, initiate new projects, and evaluate project success.
- Proven ability to implement project efficiencies and scale up projects.
- Essential supervisory skills include effective communication, active listening, conflict resolution, strong leadership, critical thinking, priority management, problem-solving, guiding workloads, staff development, performance management, people skills, openness to new ideas, and willingness to learn.
- Exemplary communication abilities, including written, oral, and presentation skills; experience communicating with supporters, program participants, and partner organizations.
- Excellent computer skills – Google Workspace, remote work platforms (Zoom), constituent relational management database (NeonCRM), and project management database (Airtable)
- Commitment to diversity, equity, and inclusion to foster a diverse network of people committed to restoring and preserving the health of our lakes.
- Willingness to work occasionally irregular hours, including some weekends and evenings.
- Reliable access to personal transportation for work purposes.
- Bonus skills:
 - Familiarity with New Hampshire's lakes and ponds, the issues that threaten their health, and efforts being conducted to restore and preserve their health
 - Experience working in a nonprofit organization
 - Experience managing volunteers

- Experience serving an organization as a volunteer
- Familiarity with the New Hampshire legislative process
- Experience advocating for public policy

Physical Demands:

- Minimal to light physical effort is required to perform office duties. This position requires operating a computer and standard office equipment and lifting up to 20 pounds.
- Occasionally works outdoors conducting site visits. Requires maneuvering on residential properties and boat access sites with uneven terrain, sometimes during rainy or hot, sunny weather.
- Occasionally tables and speaks at community events. Requires ability to set up/tear down a tent, table, exhibit, and carry boxes of up to 20 pounds.
- Occasionally attends indoor in-person public meetings and hearings. Requires ability to sit for periods, active listening, and public speaking.

Compensation & Benefits:

- Salary: \$68,000 – \$75,000 per year, based on experience
- Benefits:
 - Paid holidays (12 per year)
 - Paid vacation (15 days in Year 1)
 - Paid sick time (12 days per year)
 - Paid parental leave
 - Health Benefits:
 - Option 1: Participate in a Health Reimbursement Arrangement and receive tax-free reimbursements for medical insurance premiums and other qualified medical expenses (currently, NH LAKES contributes up to \$8,825 annually)
 - Option 2: Receive taxable health stipend (currently \$8,825 annually) paid out bi-weekly over the year
 - Simple IRA retirement plan offered (NH LAKES matches up to 3% of your salary)
 - Life & Short-Term Disability, and AD&D insurance
 - Hybrid work schedule available
 - Paid professional development opportunities
 - Mileage reimbursement for the use of a personal vehicle for work purposes
 - Stipend offered for the use of personal cell phone for work purposes
 - Dog-friendly office

How to Apply:

- By August 28, 2023, please email your cover letter and resume to Andrea LaMoreaux, NH LAKES President and Policy Advocate, at alamoreaux@nhlakes.org.
- The anticipated start date of this position is November 2023.
- Learn more about NH LAKES online at nhlakes.org

This job announcement is intended to represent a partial, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and duties as assigned.