

*“...to raise new ideas and improve policy debates through quality information and analysis on issues shaping New Hampshire’s future.”*

**One Eagle Square  
Suite 510  
Concord, NH 03301-4903**

**(603) 226-2500  
Fax: (603) 226-3676**

**[www.nhpolicy.org](http://www.nhpolicy.org)**



*This is one of the best jobs in New Hampshire. The Center is looking for one of the most talented people in the region to fill it.*

**Board of Directors**

Todd I. Selig, Chair  
Michael L. Buckley  
John D. Crosier, Sr.  
William H. Dunlap  
Sheila T. Francoeur  
Chuck Morse  
Stephen J. Reno  
Stuart V. Smith, Jr.  
Donna Sytek  
Brian F. Walsh  
Kimon S. Zachos  
Martin L. Gross,  
*Chair Emeritus*

**Executive Director**

Stephen A. Norton  
[snorton@nhpolicy.org](mailto:snorton@nhpolicy.org)

**Research Associate**

Ryan J. Tappin  
[rjtappin@nhpolicy.org](mailto:rjtappin@nhpolicy.org)

**Office Manager**

Cathleen K. Arredondo  
[carredondo@nhpolicy.org](mailto:carredondo@nhpolicy.org)

The deputy director of the NH Center for Public Policy Studies will be part of a small professional team producing top-quality work on a broad range of issues important to the people of New Hampshire. The Center is financially independent, politically nonpartisan, and institutionally committed to conducting data-based research into key public policy issues and disseminating the results, even when those results may be politically unpopular.

The Center works on topics that matter. The deputy director will help define the work plan and have a chance to dig deeply into issues that she or he finds particularly important. She or he will conduct original research, draft reports, work directly with stakeholders, and explain the results in a broad range of public forums. The Center’s publications and presentations are aimed at legislators, public managers, local officials, reporters, and the general public. This is practical work, intended for policy makers who need to make informed decisions.

The deputy director will be an analyst, a writer, a public speaker, an occasional radio or television star, someone who understands state and local government, who has experience in New Hampshire and who believes that accurate, high-quality information is essential for democracy.

The deputy director will also help manage the daily operation of the Center, coordinating staff responsibilities, helping to hire research associates, and working with the board of directors on expanding the Center’s reach, reputation, and philanthropic support. In addition to its ongoing research efforts, special projects in the next 12 months may include revamping the Center’s website or opening new lines of communication and collaboration with professional associations across New England.

The deputy director will have the opportunity to become an essential part of the organization. She or he will work closely with Steve Norton, the Center's executive director and other staff, including the Center's economist, Dennis Delay.

The Center is a highly collaborative enterprise where each member of the small team contributes different skills and assumes responsibilities accordingly. This is a learning organization that invests in its employees' training to ensure that the Center's capacities continue to flourish. The Center is also a delightful place to work: the offices are pleasant, located in Concord, NH's vibrant downtown, and populated with colleagues who get along, respect each other, and recognize the value of attending to family and civic responsibilities.

The deputy director will be well educated and have at least 10 years of professional experience in related fields. She or he will be confident and mature, able to stand up in public, and eager to serve the interests of the people of New Hampshire.

The position is full time. The Center will provide an excellent package of salary and benefits comparable to those offered senior managers in New Hampshire state government and non-profit organizations.

To learn more about the Center's work, staff, and board, review material on our website: [www.nhpolicy.org](http://www.nhpolicy.org). After familiarizing yourself with our organization and its research, please send a letter, resume, and an example of your work by August 1<sup>st</sup> to: Search Committee, NH Center for Public Policy Studies, One Eagle Square, Suite 510, Concord, NH 03301 or to [snorton@nhpolicy.org](mailto:snorton@nhpolicy.org).

## ***Deputy Director Job Description***

The Deputy Director will join the Center's Executive Director in sharing responsibility for the professional and administrative functions of the Center as assigned by the Executive Director. These responsibilities will include:

### ***A. Research and Analysis***

- Plan and implement short and long-term research projects that focus on selected policy topics.
- Help design research approaches and select appropriate quantitative methods for analyses. Use database, spreadsheet, and statistical software packages to appropriately analyze data sets.
- Seek and obtain necessary data sets from diverse state, local, and national sources. Evaluate quality, timeliness, and utility of data sets.
- Use data to assess the implications of changes in policy or public program design, evaluate the impact of policies and economic trends on the well-being of the State and its population.
- Write reports and translate technical research findings into non-technical analyses that can be understood by a lay audience. Prepare graphs to convey quantitative data and complex data relationships. Combine narrative, graphs, and data tables into integrated reports.

- Supervise the data work of research assistants, student interns, and independent consultants on specific projects.

## ***B. Organizational Management and Development***

- Seek out and apply for unrestricted grants from governmental and non-governmental sources to support the organization's mission and defined purpose grants to undertake special studies.
- Supervise the Office Manager and daily operation of the Center.
- Prepare materials for and support the Center's Board of Directors in setting overall organizational direction and policy.
- Develop fund-raising plan to meet the Center's need for future funding.
- Oversee implementation of fund-raising plan, including identification and cultivation of current and potential donors. Organize and implement fund-raising plan including policy forums, newsletter, and funding appeals to the Center's donors and potential donors.
- Build strategic alliances with other organizations to build the Center's credibility, reputation, and influence.

## ***C. Communications***

- Develop communications strategies for the Center. Implement press and communications strategies to launch and follow-up on completed studies and recommendations made by the Center.
- Edit Center publications to assure readability by a general audience. Consult with Executive Director and others regarding editorial suggestions and changes.
- Oversee publishing and distribution program. Monitor publishing deadlines, and work to ensure appropriate production and distribution of publications.
- Contribute to the preparation, editing, and review of organizational publications including newsletters, outreach materials, reports, policy briefs, and website content.
- Develop media contacts for the organization. Fulfill journalists' requests for general information. Hold press conferences. Appear on radio and television talk shows.
- Write and edit press releases, op-ed columns, and promotional materials.
- Represent the Center at conferences and in multi-organization collaborations.
- Make presentations to committees of the state legislature, statewide and local community organizations.
- Conduct policy forums for the public, including current and potential donors.

## ***The Ideal Candidate will have--***

### ***A. General Traits***

- Ability to work independently and meet difficult deadlines
- Enthusiasm for problem-solving
- Creativity in design and analysis
- Strong interest and commitment to independent public policy work.
- Ability to supervise research assistants and consultants.
- Ability to establish and maintain effective working relationships with policy makers, news reporters, business leaders.

### ***B. Demonstrated skills in data analysis and interpretation***

- Planning, conducting, and completing original data-based research
- Using appropriate statistical methods
- Drawing logical conclusions from findings and making policy recommendations

### ***C. Exceptional written and oral communications skills:***

- Comfort in speaking before large and small audiences
- Writing and editing factual and opinion oriented papers for publication
- Conveying complex concepts and data in visually understandable terms
- Creating and giving PowerPoint presentations
- Writing press releases and press packets
- Participating in radio and TV interviews

### ***D. Experience in policy and politics in New Hampshire:***

- Knowledge of the processes of government, policy-making, and politics in NH
- Be known to many of the state's current leaders

### ***E. Experience in management of a non-profit organization***

- Supporting and working with a Board of Directors
- Planning and managing fund-raising efforts targeting large donors
- Grant writing and searching

### ***F. Computer skills***

- Writing integrated reports (Microsoft Word)
- Data organization, statistical analysis, and complex graphing (Excel, Access, SPSS)
- Creation of visual presentations with graphs (PowerPoint)
- Internet use for research and data collection

### ***G. Technical background in a professional field such as***

- Public Administration
- Public Policy Research
- Health Care
- Economics
- Education
- Law

### ***Minimum Qualifications:***

**Education:** Bachelor's degree from a recognized college or university.

**Experience:** Ten years' active experience in the public policy arena.

**Computer Skills:** Microsoft Word, Excel, PowerPoint

### ***Location:***

The Center's office is in Concord, NH, directly across the street from the New Hampshire State House.

***Compensation:***

Salary commensurate with experience; excellent benefits, including health and dental insurance, disability insurance, 403(b) retirement plan, and generous vacation, sick leave, and holiday schedules.

***To Apply:***

To learn more about the Center's work, staff, and board, review material on our website: [www.nhpolicy.org](http://www.nhpolicy.org). After familiarizing yourself with our organization and its research, please send a letter, resume, and an example of your work by August 1<sup>st</sup> to: Search Committee, NH Center for Public Policy Studies, One Eagle Square, Suite 510, Concord, NH 03301 or to [snorton@nhpolicy.org](mailto:snorton@nhpolicy.org)