



New Hampshire Humane Society Project Manager

The New Hampshire Humane Society (NHHS), a strong and respected animal welfare nonprofit, is seeking an experienced and dynamic Associate Director in Laconia, NH. NHHS provides shelter for lost, abandoned and unwanted animals; finds responsible and caring forever homes; advocates for animals; implements education programs and promotes responsible pet ownership and the human-animal bond; and advocates to prevent cruelty to animals. Please see www.nhhumane.org.

The Organization: Founded in 1900, NHHS began in Nashua and operated in many diverse locations. It was moved to Laconia in 1935 and evolved into today's innovative and full-service organization. In 2006, NHHS opened a brand new, state-of-the-art facility. NHHS offers each animal exceptional care and comfort, gentle behavioral support, and excellent medical treatment. All receive medical exams and are spayed/neutered. Other procedures are provided as needed. NHHS also provides community animal care. This includes low-cost rabies/microchip clinics and low-cost spay/neuters and rabies vaccines.

Adoption: NHHS has the 4th highest adoption rate in New England, with an annual average of 1350 animals adopted and 150 lost pets returned to their owners, we are proud to be a vital community service.

Education/Volunteer Support: New Hampshire Humane Society provides innovative education and volunteer programs. Dedicated volunteers participate with school groups, school programs and children's groups in the Lakes Region through age appropriate, interactive activities and literature to learn about animal care. Children in grades K-6 who are able to read at any level come with an adult partner into the shelter to read to the cats in one of two cat social rooms, providing quiet, kind and loving human interaction and companionship. These rooms were expanded by the Catio Project, the creation of a screened, three-season extension and the building of a full-screened two-room gazebo provided by generous donors with the support of volunteer architects and builders in 2017.

Prevention of Cruelty: NHHS provides guidelines for owners who need to surrender their pets and receives animals who can no longer be cared for. NHHS also collaborates with local police departments and the animal control officer in cases of neglect and abuse. The organization is also at the forefront of national advocacy efforts including a new relationship with HASS: Human Animal Support Services.

Financial Support: NHHS is a local, stand-alone nonprofit that does not receive funds from national animal welfare organizations. Generous donors support NHHS through their philanthropy, and volunteers raise money for shelter operations through community events. Philanthropy also supports a pet food pantry, and volunteers provide animal care such as dog walking, foster care, cleaning and maintenance, and assistance in the kennel or laundry room.

Staff and Leadership Team: New Hampshire Humane Society employs 14 staff members with a budget of \$1.2 million. A strategically growing Board of Directors governs the vision and strategic direction of NHHS and provides support to the Executive Director.

Diversity, Equity, Inclusion, Equality, and Culture: Like any organization, NHHS has evolved and continues to do so. That evolution has occasionally come with growing pains and the organization is stronger as a result. New board and staff leadership and an organization restructuring has empowered leadership to more directly evolve institutional culture. As such, NHHS expects kindness, embraces diversity in all its forms, respects differing opinions and perspectives, and does not tolerate bigotry or discrimination of any kind. Above all, with every action we first ask, "what is best for the animals?"

The Position: The new Project Manager position is a key administrative role which has been created to support the Executive Director. The position will also work collaboratively with other management as requested by the ED to build on New Hampshire Humane Society's success and reputation. This is a vital support role with significant expectations specific to relationship management, partnership development, program and project management, and creating operational efficiencies. **A thoughtful, strategic, driven, detail-oriented, presentable, and highly-organized individual will do well in this role.**

General duties include social media management, donor communication management, fundraising event management, publication management, and other responsibilities assigned by the Executive Director.

Project Manager responsibilities:

- Defining project objectives, project scope, roles & responsibilities.
- Defining resource requirements and managing resource availability & allocation – both internal and third party.
- With oversight from the team, outline and adhere to a budget based on requirements and tracking costs to deliver project on budget.
- Preparing a detailed project plan to schedule key project milestones, workstreams & activities.
- Managing delivery of the project according to this plan.
- Tracking project and providing regular reports on project status to the team and key stakeholders.
- Managing and adjusting for any changes in project scope, schedule, and / or budget.
- Identifying and mitigating potential risks.
- Managing the relationship and communication with the organization and all stakeholders.
- Leads in carrying out event and fundraising strategies, donor stewardship, public relations, volunteer and foster coordination, administrative functions and aids in overall planning of projects and programs.

Qualifications:

- * Love of animals and a general compassion for animal welfare.
- * Kindness at all times paired with a drive to accomplish goals.
- * Ability to maintain professional boundaries
- * Professional in demeanor, behavior, presentation, and in all forms of communication.
- * Experience and skill in multitasking, planning services/programs, and execution of projects with competing timelines
- * Strong written and verbal
- * Experience working effectively with a team and independently

Compensation: This position will be a well-compensated, benefitted, full-time (40 hours) role with a PTO package, and professional development opportunities.

Timing: Immediate Opportunity

Location: The Lake Region of New Hampshire has much to offer individuals and families. Laconia is the gateway to the picturesque Lakes Winnepesaukee and Winnisquam and the White Mountains.

To Apply: Submit position-specific letter of interest and résumé to Charles Stanton, Executive Director at Charles@NHHumane.org. No calls, please.

