

# LCHIP

Land & Community Heritage  
Investment Program



The Board of Directors of the Land and Community Heritage Investment Program (LCHIP) seeks a dynamic, experienced Executive Director with a passion for the natural, cultural, and historic resources of the State of New Hampshire.

LCHIP is an independent state authority that provides matching grants to New Hampshire communities and non-profits to protect and preserve the state's most important natural, cultural, and historic resources. Its legislatively mandated mission is to ensure the perpetual contribution of these resources to the economy, environment, and the quality of life in New Hampshire.

The Executive Director is appointed by New Hampshire's Governor and Executive Council upon request by the LCHIP Board of Directors. See NH RSA 227-M:6.

## The LCHIP Executive Director Job Description

- Fulfill requirements as outlined by the RSA and oversee the day-to-day operations of LCHIP including the budgeting and management of annual administrative budget, and disbursement of \$3 - \$5,000,000 in grants annually.
- Hire and supervise LCHIP's skilled and dedicated staff (currently six full-time, part-time and seasonal employees).
- Meet established program goals and objectives.
- Execute and schedule grant rounds.
- Review and approve project information from proposal to implementation.
- Build relationships with legislators, applicants and recipients, related organizations, and media.
- Present LCHIP testimony as it relates to proposed legislation and funding mechanisms to legislative entities.
- Liaison with state agencies that are directly involved with LCHIP.
- Public spokesperson for LCHIP.
- Execute, evaluate, and administer organizational policies and procedures as established by the LCHIP Board of Directors.
- Fulfill requirements as determined by state law.
- Facilitate LCHIP Board of Director meetings and retreats.
- Manage project site visits and the committee review process.

## Qualifications

- Bachelor's or higher degree from a recognized college or university in a relevant field. Work experience may substitute for educational experience if appropriate.
- Experience in program planning and administration, preferably with a non-profit or governmental agency, including managing staff.
- Proven leadership skills and ability to inspire and lead staff and collaborate with Board.
- Demonstrated ability to balance long range visioning with concrete activities.

- Proven success in communicating effectively in writing, public speaking and personal conversation with a variety of audiences
- Understanding of the legal frameworks and partnerships supporting land conservation and historic preservation in the state of New Hampshire.
- Familiarity with standard office software including Windows and Microsoft Office suite; familiarity with QuickBooks a plus.
- Ability to multi-task and reset priorities as situations evolve.

## **Working Conditions**

This is a salaried, 37.5 hours/week position based at LCHIP's Concord office, with occasional attendance at evening or weekend events required.

Periodic statewide travel, a clean driving record and a dependable, insured personal vehicle are required.

The physical ability to visit sites proposed for conservation or preservation is required. This may include hiking for several miles in rough terrain, accessing heights, climbing ladders, entering confined spaces, and exposure to heat, cold, rain, ticks and other insects, mold, guano, etc.

## **Compensation**

This position offers annual starting compensation of \$72,000 to \$78,000, commensurate with experience. Per NH RSA 227-M:6-a, benefits include the health, dental, life insurance, deferred compensation, and retirement benefits as are afforded to classified employees of the state. LCHIP is an Equal Opportunity Employer.

## **How to Apply**

Submit resume and cover letter by October 22 to [officemgr@LCHIP.org](mailto:officemgr@LCHIP.org) or to Executive Director Search, Land and Community Heritage Investment Program, 3 North Spring Street, Suit 100, Concord NH 03301. No phone calls please.

## **LCHIP**

For more information regarding LCHIP, visit [www.LCHIP.org](http://www.LCHIP.org).