



The New Hampshire Funeral Directors and Embalmers Association, Inc.
PO Box 522 - Keene, NH 03431

January 1, 2026

Dear Applicant,

Thank you for your interest in the position of Executive Director for the New Hampshire Funeral Directors & Embalmers Association (NHFDA). The following pages provide a detailed overview of the responsibilities of the Executive Director, as well as the expectations and qualifications associated with this important role.

The Executive Director serves in a pivotal capacity within our organization, supporting our members, advancing the mission of the Association, and helping guide its continued growth and effectiveness. As such, we are committed to identifying the strongest possible candidate for this position.

Should you be selected, you can expect the full support and cooperation of our current Executive Director during the transition, along with the ongoing support of the NHFDA Board of Directors.

We appreciate your interest in this opportunity and look forward to reviewing your application. Thank you for your willingness to consider serving New Hampshire's funeral service professionals and the families they are entrusted to care for.

Warm regards,

Julie Thibault

President

David Bryant, CFSP

Vice President



Executive Director – Job Description

Leading with Compassion, Integrity, and Vision

Position Summary

The Executive Director of the New Hampshire Funeral Directors and Embalmers Association (NHFDA) is responsible for advancing the association's mission, strategic goals, and operational effectiveness. This role provides visionary leadership; fosters collaborative relationships with members, stakeholders, and the broader community; and ensures the organization's sustainability and compliance with relevant laws and standards.

The Executive Director must be able to make fair, well-informed decisions and possess the temperament necessary to adjudicate matters effectively, impartially, and without bias. They are accountable to the Board of Directors and serve as the primary spokesperson and advocate for the association and its members.

Key Responsibilities

Strategic Leadership and Vision

- Develop and implement long-term strategies aligned with the association's mission and values.
- Identify industry trends, emerging issues, and opportunities for growth and innovation.
- Collaborate with the Board of Directors to set organizational priorities and monitor progress.
- Promote a culture of excellence, inclusivity, and professional development within the association and among its members.

Organizational Management

- Oversee day-to-day operations, including but not limited to membership management, budgeting, and resource allocation.
- Ensure effective program execution, evaluation, and continuous improvement.
- Supervise contractors and volunteers; provide mentorship and professional development opportunities.
- Implement and maintain policies, procedures, and best practices that support organizational efficiency and transparency.

Financial Stewardship

- Develop annual budgets and monitor financial performance to ensure the organization's fiscal health.
- Collaborate with the Treasurer to ensure accuracy, transparency and financial accountability.
- Identify and pursue revenue-generating opportunities, including grants, sponsorships, and fundraising initiatives.
- Maintain accurate financial records and prepare regular reports for the Board and stakeholders.
- Ensure compliance with all applicable financial regulations and reporting requirements.

Member Relations and Services

- Serve as the primary contact for association members, addressing their needs, concerns, and professional interests.
- Develop and implement programs, resources, and continuing education opportunities that enhance members' skills and knowledge.
- Foster a sense of community and mutual support among members through communications and events.
- Coordinate annual meetings, conferences, and networking activities.

Advocacy and Public Relations

- Represent the association in legislative, regulatory, and public forums.
- Advocate for the interests of funeral professionals at the local, state, and national levels.
- Build relationships with governmental agencies, allied organizations, media, and the public.
- Communicate the association's mission, programs, and value through multiple channels, including press releases, newsletters, and digital media.

Governance and Board Support

- Work closely with the Board of Directors to ensure alignment with the association's mission and goals.
- Comply with applicable federal, state, local and professional funeral rules and regulations.
- Prepare agendas, reports, and materials for Board meetings; document and implement Board directives.
- Facilitate effective Board governance, including elections, committee activities, and strategic planning.
- Ensure compliance with bylaws, policies, and legal requirements.

Risk Management and Compliance

- Identify and mitigate operational, reputational, and legal risks facing the association.
- Oversee compliance with all applicable laws, regulations, and professional standards.
- Maintain appropriate insurance coverage and risk management protocols.

- Foster a culture of safety, ethics, and confidentiality while maintaining a safe work environment.
- Must protect association assets and guard against potential liability

Qualifications

- 10+ years of professional experience in funeral service. Preference will be given to applicants who hold current licensure as a NH Funeral Director/Embalmer (or are licensed in another state and eligible for reciprocity). Consideration will be given to non-licensed applicants experienced in business administration, communications, nonprofit management, or a related field.
- Leadership: Proven leadership experience within funeral service, professional associations, nonprofit organizations, or a closely related field.
- Industry Knowledge: Strong understanding of the funeral service profession, including its regulatory environment, ethical standards, and operational considerations.
- Financial Management: Demonstrated experience in financial oversight, including budgeting, financial reporting, and fundraising.
- Communication: Exceptional written, verbal, interpersonal, and public speaking skills are required.
- Advocacy: Experience in government relations, public policy, or legislative advocacy is highly desirable.
- Collaboration: Ability to build consensus, lead diverse teams, and foster strong, collaborative relationships with a wide range of stakeholders.
- Organizational Skills: Strong analytical, strategic thinking, and problem-solving abilities.
- Professionalism: High level of integrity, discretion, and professional judgment.
- Technology: Proficiency with modern technology platforms for communication, membership management, and virtual collaboration.

Personal Attributes

- Empathetic and compassionate, with a genuine commitment to supporting funeral service professionals and the families they serve.
- A visionary thinker who inspires trust and confidence among members, partners, and staff.
- Results-oriented leader able to adapt to a dynamic environment and navigate complex challenges.
- Persuasive advocate and skilled negotiator, capable of representing the association's interests in diverse settings.

Working Conditions

- This position is part-time (20 hours per week) and will include some evenings and weekends for meetings. The selected candidate is expected to prioritize association business over other part-time commitments, with compensation structured accordingly.
- Work may require occasional travel to represent the association at conferences, legislative sessions, or networking functions.

- The applicant will work remotely and must have an adequate home office environment to effectively perform the required duties.

Compensation and Benefits

- Salary is commensurate with experience and qualifications, and benefits will be tailored to the selected individual. The total compensation package will not exceed \$50,000 annually. Medical insurance may be negotiated as part of the compensation package.
- All related travel expenses are paid by the association.
- Professional development and continuing education opportunities are encouraged, and those supported by the Board will be paid for by the association.

Application

- Application for this position will be made through the NHFDA website: nhfda.org
- Applicant shall provide personal and professional references.
- A background check is required.
- Candidates who reside or practice outside of New Hampshire will also be subject to verification and review of any applicable professional license(s).

Conclusion

The Executive Director of the NHFDA is a mission-driven leader, adept at balancing compassion with operational excellence. This individual provides strategic guidance, advocates for members' interests, and embodies the values of dignity, respect, and service. The role is essential to ensuring the vitality of the association and the ongoing support of the funeral profession and the communities it serves.