DIRECTOR OF AFFILIATE RELATIONS
FULL-TIME

NHD® is a highly regarded nonprofit organization that offers a year-long academic program focused on historical research, interpretation, and creative expression for students in grades 6–12, culminating in a national competition held in Washington, D.C. NHD also supports teachers through an extensive and growing array of resources and programs. NHD works with affiliates across the U.S. and internationally to implement its programs.

The Director of Affiliate Relations develops and maintains productive working relationships with 56 national and international affiliate coordinators and their institutional sponsors, directs the National Contest, and develops core materials and policies for the contest at all levels. Travel is required for this position. The position is based in the NHD office in College Park, Maryland. Remote work is not an option for this position. Candidates need to pass an FBI background check.

Responsibilities

- Supervise the National Contest Coordinator.
- Serve as the primary staff liaison between the NHD national office and coordinators.
    - Manage the formal relationship with affiliates through an annual agreement.
    - Research and recruit new affiliate sponsors.
    - Train and support affiliate coordinators.
    - Budget, plan, execute, and evaluate a biannual coordinator conference.
- Support affiliate coordinators in developing and improving their NHD programs.
- Work with the Executive Council of Coordinators (ECC)
- Conduct and analyze the annual affiliate survey.
- Manage a well-run National Contest.
    - Direct revisions of the Contest Rule Book, Judging Evaluation Rubrics, and judging instructions.
    - Recruit, assign, train, and manage National Contest judges.
    - Respond to concerns at the National Contest and assist coordinators at the regional and affiliate levels.
    - Oversee contractual and collaborative relations with the University of Maryland.
- Develop partnerships with historical organizations and attend national conferences.

Qualifications

- Master's degree in history, education, museum studies, or related field
- Experience with program evaluation and incorporating actionable feedback
- Experience supervising team members
- Proven success in building and managing productive relationships with stakeholders
- Superior working knowledge of Microsoft Office and Google Workspace
- Superior spoken and written communication skills
- Meticulous attention to detail and accuracy
- Ability to work on numerous competing tasks at once
- Experience working both independently and as part of a team

- Willingness to travel by car, airplane, and/or train to various locations both domestically and abroad
- Valid state driver's license and the ability to rent a car for business travel

Salary and Benefits

In addition to a salary in the range of $100,000-$110,000, depending upon experience, we offer:

- Competitive comprehensive health benefits, including dental and vision; and
- A 403b retirement plan with employer contributions.

How to Apply

Please provide a cover letter explaining your interest in National History Day, the position, and your work experience. Share your resume and a writing sample (up to five pages). Please scan or combine these three items into a single PDF file. Upload these materials to: https://nhd.jotform.com/263123180381954.