



NHRS

New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM

POSITION DESCRIPTION

Position Title: Director of Communication and Legislative Affairs

Functional Area: Public Information Office

Date Established: 08/15/1988

Title of Supervisor: Executive Director

Date of Last Amendment: 12/2025

NHRS Position Band/Min. Step: N/A

Collective Bargaining Unit Status: Not In Unit

FLSA Status: Exempt

Supervises: Staff in the Public Information Office

SCOPE OF WORK:

The Director of Communication and Legislative Affairs serves as the primary spokesperson for the New Hampshire Retirement System (NHRS). This position is responsible for planning, developing, coordinating, and overseeing NHRS's public information efforts, membership and employer education programs, and internal and external communication initiatives. The Director works collaboratively across the organization, particularly with the Legal team, to research, monitor, and analyze existing and proposed legislation affecting NHRS, ensuring accurate, timely, and transparent communication with stakeholders.

ACCOUNTABILITIES:

- Develops, edits and publishes information such as brochures, newsletters, website content, fact sheets, survey results, and other materials to keep active and retired members, employers, legislators, other stakeholders and the public informed on the overall activities of the retirement system.
- Prepares various data reports, white papers, position statements, publications, news releases, and annual revisions to the reprint of the Revised Statutes Annotated (RSA), as amended by the Legislature, among other communication pieces. Contributes to the production of the Annual Comprehensive Financial Report (ACFR) and Summary ACFR.
- Plans, develops and oversees the implementation of the NHRS communications and public information initiatives along with activities such as media relations, member, retiree and employer outreach and education, as well as public presentations.
- Consults with and advises Executive Management Team and Board of Trustees, as assigned by the Executive Director, on topics related to internal and external communications to ensure clear, consistent messaging.
- Conducts and coordinates public presentations, outreach, and special projects as assigned. Conducts associated research and prepares informational reports for use by legislative committees, the NHRS Board of Trustees and other groups.

- Serves as initial point of contact for members, retirees, employers, legislators, media and other interested parties concerning proposed or pending legislation or other NHRS related topics. Serve as NHRS point-of-contact for constituent inquiries to the Governor's Office of Citizen Services.
- Leads the website administration team by developing and/or editing content and monitoring the efficacy and accessibility of the NHRS website for the purpose of delivering accurate, consistent and concise information via the Internet and social media.
- Responsible for managing and enhancing the organization's digital presence, ensuring that all web and digital communications meet accessibility, security, and regulatory compliance standards.
- Attends and testifies at legislative committee hearings or other related forums on proposed legislation and other issues, as assigned. Develops informational materials and addresses various member groups and affiliated associations on current and proposed benefit provision.
- Establishes and maintains positive relationships with various external media sources (newspapers, magazines, trade publications, radio stations, television, etc) and serves as a spokesperson.
- Works directly with Executive Director and executive staff on crisis management, including initial assessment and development of consistent messaging.
- Working in collaboration with all NHRS teams, provides high level technical assistance, consultation and resource materials to assist in the development and implementation of each team's respective information dissemination activities.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Actively participates on NHRS' Executive Team, including development and implementation of strategic planning initiatives, collaborative problem-solving and various project initiatives.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in communications or related field.

Experience: Seven years of experience in the field of journalism, advertising, public relations, public information, Legislative relations, lobbying, marketing, business administration or other communication-related field. Three year's experience managing a team.

License/Certification: Valid driver's license required.

SPECIAL REQUIREMENTS:

- Knowledge of public-sector communications, including media relations, crisis communications, and public records requirements.
- Working knowledge of state legislative processes, including bill drafting, committee structures, hearing procedures, and session timelines.
- Familiarity with government ethics, transparency, and open meeting laws.

- Understanding of stakeholder engagement in a public or quasi-public organization (members, employers, legislators, regulators, media, and the public).
- Knowledge of strategic communications planning, messaging alignment, and audience segmentation.
- Awareness of issues management and reputational risk in a highly visible, regulated environment.
- Working knowledge of digital communications platforms, websites, social media, and content management systems.
- Understanding of the mission, governance, and fiduciary responsibilities of a public agency.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Excellent written and verbal communication skills, with the ability to translate complex or technical information into clear, accurate, and accessible messaging.
- Strong media relations skills, including preparing press releases, talking points, briefings, and responding to media inquiries.
- Ability to track, analyze, and summarize legislation, and clearly communicate potential impacts to leadership and stakeholders.
- Skilled at building and maintaining professional relationships with legislators, staff, agency partners, and internal leaders.
- Ability to manage sensitive or high-profile issues with discretion, sound judgment, and professionalism.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Effective presentation and briefing skills, including preparing leadership for testimony, meetings, and public appearances.
- Ability to work collaboratively across departments while also operating independently and exercising initiative.
- Strong attention to detail, particularly in public-facing and legislative materials.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required in meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.

EXPECTATIONS OF NHRS EMPLOYEES:

Commit passionately to the vision and mission for NHRS.

Exercise diligent fiduciary responsibility – Act first and foremost as fiduciaries. Whether it is an investment decision or an expense incurred to administer the System, it must be made with members in mind.

Do what is right for the member, always – Provide member service at the highest level. *Every* member should receive the *same* level of *excellent* service. Decisions must be made with the benefit of all members in mind – not that of any individual or member group.

Accept responsibility – NHRS is New Hampshire's largest locally organized financial institution. This is exemplified by bringing professional expectations to our work. Commit to doing excellent work and trust that colleagues will also.

Operate transparently – While guarding the integrity of member information, provide responsive and accurate information, data, and analysis to our many stakeholders, including members and their employee groups and associations, employers, the Legislature and its committees, and the public.

Adhere to legal frameworks that NHRS operates under – State and Federal law, constitutional mandates, IRS provisions, and NHRS rules and procedures all have a place in ensuring that fiduciary obligations are met.

DISCLAIMER STATEMENT

This description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that position.

SIGNATURES

Position Incumbent

I have reviewed the content of the above job description with my supervisor.

Name	Signature	Date
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Supervisor

I have discussed the work responsibilities outlined by this job description with the above employee.

Name	Signature	Date
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Human Resources Manger

I have reviewed the content of the above job description.

Name	Signature	Date
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