

<b>Full-/Part-Time</b>	Full-time
<b>Regular/Temporary</b>	Regular
<b>Exempt/Non-Exempt:</b>	Exempt
<b>Salary:</b>	\$90K or commensurate with experience
<b>Benefits:</b>	Health, dental and vision insurance, life insurance, long-term disability insurance, and retirement contribution (no wait period)

Humanities Montana is an Equal Opportunity Employer and actively seeks a pool of diverse candidates for this position.

### POSITION DYNAMICS

Humanities Montana seeks an Executive Director to advocate and implement its mission, motivate and manage its staff, and work with its board of directors.

- Would you like your talents, skills, and leadership to make a real difference at a vibrant, highly regarded statewide nonprofit?
- Do you have a passion for working with Montana communities and cultural organizations?
- Do you believe that the humanities can transform lives?
- Do you see yourself as a skilled manager and people person, able to relate an organization's mission to potential sponsors and donors?

If so, Humanities Montana would love to welcome you to our team!

### BACKGROUND

Humanities Montana is Montana's state humanities council. Established in 1972, HM is one of 56 councils funded by the National Endowment for the Humanities to infuse the humanities into public life.

HM works with institutions across the state, including universities and colleges, public libraries, museums, K-12 schools, Tribal entities, and state government agencies. Our programs include grants for public programs in the humanities (conferences, exhibits, festivals, oral history, documentary film, radio and television programs, and research), a statewide speakers bureau, an in-the-schools speaker program, the Democracy Project (a civic engagement program for high school students), a variety of different reading and discussion programs, and the Governor's Humanities Awards. We

have received multiple national awards for our programming and grants.

### POSITION DESCRIPTION

The Executive Director is the public face of HM and manager of the HM staff. The Executive Director reports to the HM board of directors, a quarter of whom are appointed by the governor. The board's composition aspires to reflect the social, geographic, and multicultural diversity in Montana, including its sovereign Indian nations. Currently, the Executive Director leads a team of five staff members and manages an annual budget of approximately \$1,000,000. The Executive Director is the principal statewide spokesperson and lead advocate for HM. The Executive Director also serves as HM's representative to the NEH and other national humanities organizations.

### KNOWLEDGE/SKILLS/ABILITIES

- Demonstrated passion and advocacy for the humanities, especially as applied to broad-based public audiences
- Experience in creating, financing, managing, and evaluating core programs to reach diverse audiences
- Demonstrated ability to effectively manage staff and lead an organization, to oversee organizational budgets and operations, and to work effectively with a board of directors
- Understanding of and aptitude for outreach and fundraising, including a proven record of developing and executing a fundraising plan
- Experience and ability to connect with the diverse constituencies of Montana, with particular outreach to Montana's youth, rural, and Tribal communities
- Excellent written and verbal communications skills, including experience as a public spokesperson and understanding of social media and online technologies
- Entrepreneurial aptitude with the ability to think strategically and analytically
- Excellent interpersonal skills
- Awareness and insight into the current direction of humanities scholarship

### EDUCATION AND EXPERIENCE

- Completed bachelor's degree required; graduate-level study preferred or equivalent combination of education and experience
- Nonprofit management and fundraising experience
- Background or lived experience in Montana with an understanding of the state's histories and communities

We realize there are great candidates who won't check all these boxes, and we also know that you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

### DIRECTORSHIP RESPONSIBILITIES

#### Board of Directors Liaison

The Executive Director reports to and works closely with the board of directors to conceptualize, shape, fund, and execute the organization's mission and strategic vision, including:

- Ensure effective board engagement and communications
- Recruit for board committees and new board candidates
- Be responsible for strategic planning so that HM can fulfill its mission into the future

#### Personnel Management

- Manage and lead the staff to develop, implement, and continue the success of HM
- Model effective performance: Hire, develop, and evaluate staff to maximize their individual/team impact and to make the most of HM resources; foster a collegial work environment
- Supervise staff in creating and supporting meaningful public humanities programming and grantmaking; maintain substantive knowledge of HM's programs and services; set high standards of quality while ensuring the efficiency and effectiveness of the programs

#### Fundraising and Fiscal Operations

- Develop and implement a robust fundraising initiative to diversify sources of revenue and raise funds from federal, state, and private sources
- Cultivate and steward strong relationships with public and private donors
- Maintain a clear understanding of current and future financial resources needed to realize the mission; supervise preparation of the budget, financial reports, and audits; oversee day-to-day operations; ensure that appropriate systems are in place, including accounting, risk management, human resources, legal compliance, and technology
- Support HM's strategic vision and lead staff to develop, implement, and assess operational plans to achieve demonstrable results

#### Advocacy and Outreach

- Act as principal advocate for, and develop staff support for, the expansion of humanities statewide, regionally, and nationally

- Maintain productive relationships with federal, state, and private (for-profit and not-for-profit) entities, including the National Endowment for the Humanities, the State of Montana, and city, county, and Tribal governments
- Advance HM's mission by developing and maintaining effective relationships with diverse program partners and communities

### Commitment to IDEA

The Executive Director leads HM's commitment to Inclusion, Diversity, Equity, and Accessibility. Embracing the intrinsic value and full humanity of all persons, HM provides programs and experiences that nurture imagination and ideas through the diverse histories, literatures, cultures, and philosophies reflective of Montana's diverse communities. While attending to racism, sexism, classism, homophobia, ableism, and other systemic inequities, we make a particular commitment to Montana's Indigenous Peoples, rural communities, and youth. See: <https://www.humanitiesmontana.org/wp-content/uploads/Idea-Statement-1.pdf>

### WORK ENVIRONMENT

HM is a small organization with a big impact throughout the state. The office environment is fast-paced with multiple overlapping deadlines, initiatives, and responsibilities.

HM offices are located in historic Brantly Hall on the University of Montana campus in Missoula, Montana.

The Executive Director works onsite in Missoula with a hybrid work schedule that includes significant travel throughout Montana.

### APPLICATION PROCESS/DEADLINE

To apply: Send a letter of interest, resume, and contact information for three professional references to: [applynow@aehr.org](mailto:applynow@aehr.org)

Applications are requested by February 6, 2023, but will be accepted until the position is filled. All applications will be treated confidentially.

We invite you to learn more about Humanities Montana and our mission, programs, grantmaking, financials, and reports through our website: [www.humanitiesmontana.org](http://www.humanitiesmontana.org)