

Executive Director
Idaho Humanities Council
217 W. State Street, Boise, Idaho 83702
Job Description
Deadline for Applications: August 15, 2017

The Idaho Humanities Council (IHC) in Boise, Idaho, seeks applications for the position of Executive Director (ED). IHC is a 501(c)(3) organization, and one of 56 humanities councils in the states and territories serving as state-based partners of the National Endowment for the Humanities. The IHC's mission is to promote greater public awareness, appreciation, and understanding of the humanities in Idaho. It is supported in part by a major annual federal grant from the National Endowment for the Humanities, individual donor gifts, and corporate and foundation sponsorships for various programs and activities. IHC is governed by an 18-member volunteer board of directors, four of whom are appointed by the governor and 14 of whom are elected by the Board. The IHC has four full-time staff members, including the ED.

The Board seeks applications for an accomplished individual who can build on the organization's achievements, maintain its statewide reputation for integrity and good will, and lead its staff and committed board. The ideal candidate will have a degree in the humanities (M.A. or equivalent), a deep appreciation of and commitment to lifelong learning in the humanities, knowledge of current humanities scholarship, and experience in all or most of the following: managing and developing public programs in literature, history, and other humanities disciplines; raising funds for special projects and programs; working with partner organizations; supervising staff; and providing leadership under the direction of a board of directors. The position requires an outstanding range of writing abilities and excellent public speaking skills. It also requires a willingness to travel the state of Idaho and to make occasional trips to national meetings and conferences.

General Management Responsibilities

- Supervise all personnel, including hiring, evaluating, promoting, terminating, recommending professional development, maintaining civility and morale, and modeling effective performance, as per IHC personnel policies. Oversee staff productivity and ensure that work objectives and deadlines are met.

- Oversee care and maintenance of IHC's offices and grounds at 217 West State Street, a home built in 1899, now in an historic district of Boise.

- Draft annual budget with IHC Fiscal Officer for approval by IHC Board. Submit financial reports to the IHC Board on regular basis. Maintain clear understanding of current and future financial resources necessary for realizing mission of the IHC.

- Ensure that a clear and accurate accounting system is maintained, allowing the Board to monitor the organization's finances and operations in relation to the approved budget.
- Work with the board of directors to oversee all recommendations by members of the board regarding operations, grant awards, program activities, recommended improvements, or the introduction of new initiatives. Work with Chair, Executive Committee, and committee chairs on meeting agendas and committee work.
- Assist in the recruitment of and outreach to prospective candidates for IHC Board membership, as per the IHC Bylaws and guidelines.
- Maintain close communication with the National Endowment for the Humanities Office of Federal/State Partnership, complying with all deadlines for program reports and adhering to annual NEH Compliance Plan, periodic reviews, and evaluation.

Communications Responsibilities

- Maintain and promote a clear and articulate vision of the value of the public humanities on the local, state, and national level.
- Oversee all communications prior to dissemination, including writing, editing, and approving all information about the IHC and its activities, including newsletter, brochures, promotional materials, press releases, video communications, and electronic communication.
- Navigate multimedia (print, verbal, email, electronic, social media, etc.) and demonstrate strong technical skills to present IHC's work and message in a variety of technological formats.
- Draft remarks and comments for members of the Board as needed for special events, including the Distinguished Humanities Lectures, award ceremonies, speaker introductions, editorials, and other communications.
- Serve as the point person for all communications with the media.

Advocacy and Congressional Communications Responsibilities

- Maintain communication and build relationships with Idaho's Congressional delegation and keep board informed of new developments regarding funding from the National Endowment for the Humanities.
- Maintain close communications with the National Endowment for the Humanities and the Federation of State Humanities Councils.
- Plan agenda and materials for annual Humanities on the Hill visits to Idaho's Congressional delegation.

Programming Responsibilities

- Determine program priorities and audience outreach as per Board strategic plan.
- Develop, implement, and evaluate IHC-initiated programs, such as the annual Teacher Institute, Distinguished Lectures, and reading and conversation programs.
- Direct the grant-making program.
- Keep the Board informed about budgets, costs, and other general data regarding ongoing programs.
- Maintain communications with current and potential program sponsors, partners, and funders.
- Negotiate contracts with major presenters.
- Promote IHC as a program partner and as a grant-making organization for individuals, agencies, organizations, for promising humanities projects and programs statewide.
- Counsel prospective grantees on the viability of proposals for IHC support and the opportunity for partnership.

Fundraising Responsibilities

- Oversee outreach to potential program funders, including drafting proposals to corporate partners and foundations for program support.
- Cultivate new donors through a variety of outreach efforts.
- Maintain communications with individual donors.
- Work in concert with Board members and staff in the recruitment of potential new donors.
- Diversify the IHC's funding streams in addition to the primary NEH grant.

Strategic Planning Responsibilities

- Lead the Board in drafting long-range or strategic plan and keep board informed about objectives and progress on the plan over time, fine-tuning or redrafting plan as needed.
- Draft NEH Self-Assessment of the Council every five years.

- Write interim and final reports for all NEH funded programs.

Leadership and Governance Responsibilities

- Uphold the by-laws and policies of the IHC.
- Engage the Board and provide direction and enthusiasm for the organization's work.
- Foster a collegial work environment and provide opportunity for professional development for the staff.
- Communicate regularly with the Chair, Executive Committee, and Board members.

Compensation

Salary commensurate with experience. Excellent benefits package.

To Apply for the Executive Director Position

Individuals must submit a cover letter and resume as pdf attachments via email to IHCExecDirSearch@gmail.com. Please indicate "Executive Director Application" in the subject header. Questions about the position should be sent to the same email address.

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