

JOB DESCRIPTION AND ANNOUNCEMENT

Humanities Montana (HM) seeks an executive director who will advance its mission to serve communities through stories and conversation. HM offers experiences that nurture the imagination and ideas by speaking to Montanans' diverse history, literature and philosophy.

BACKGROUND: Humanities Montana is Montana's state humanities council. Established in 1972, we are one of fifty-six councils across the nation that the National Endowment for the Humanities created in order to better infuse the humanities directly and effectively into public life.

Located in Missoula, HM works with non-profit cultural and educational institutions across the state including universities and colleges, public libraries, museums, k-12 schools, and state government agencies. Current Humanities Montana programs include grants for public programs in the humanities (including conferences, exhibits, festivals, oral history, documentary film, radio and television programs, and research), a statewide speakers bureau, a speakers in the schools program, the Montana Center for the Book Prize, a variety of different reading and discussion programs, and the Governor's Humanities Awards. The organization has received multiple national awards for its programming and grants.

THE POSITION: As the chief executive, the Executive Director is the public face of HM. The Executive Director reports to a governing volunteer Board of trustees, including four that are Governor-appointees, who reflect the social and geographic diversity in Montana and the sovereign Indian nations within its borders. Currently, the Executive Director leads a team of five staff members and manages an annual budget approaching \$1,000,000. The role requires leadership and management within the organization and statewide. The Executive Director is the principal spokesperson and lead advocate for HM and the humanities.

BOARD OF DIRECTORS LIAISON

- Ensure effective Board engagement, support regular communications, staff Board committees, and partner with the Board to develop appropriate policies to recruit Board candidates.

PERSONNEL MANAGEMENT

Under the direction of the board, the Executive Director of HM will:

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

FISCAL AND OPERATIONS MANAGEMENT

Under the direction of the board, the Executive Director of HM will:

- 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, and 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.
- Be responsible for strategic planning so that HM can fulfill its mission into the future.

FUNDRAISING PROGRAM

As directed by the Board, the Executive Director will:

- Develop and implement a robust fundraising initiative to diversify sources of revenue and raise funds from federal, state, and private sources.
- Collaborate with the Development Director and board to cultivate and steward strong relationships with public and private donors.

ADVOCACY AND OUTREACH:

The Executive Director will:

- Act as principal spokesperson and advocate for the humanities statewide, regionally, and nationally to generate enthusiasm and expand support.
- Maintain productive relationships with federal, state, and private entities, including the National Endowment for the Humanities, the State of Montana, and public, educational, and cultural institutions, public officials, and leadership of the for-profit and nonprofit sectors.
- Advance HM's mission by developing and maintaining effective relationships with diverse program partners and communities.

THE CANDIDATE: The ideal candidate will be an effective and energetic advocate for the value of the humanities and their importance to a successful pluralistic society. The candidate will combine passion and vision for the public humanities with knowledge of the cultural nonprofit sector, including trends and best practices. The ideal candidate will also show a commitment to working with community partners of diverse social, economic, and educational backgrounds. Frequent travel throughout Montana will be required.

The desired professional background, skills, knowledge and leadership attributes of candidates include:

- Demonstrated passion for the humanities.
- Great enthusiasm for the mission and potential of HM in promoting the humanities.
- Demonstrated ability to effectively manage staff and lead an organization, to oversee organizational budgets and operations, and to work effectively with a volunteer board of director

- Dynamic engagement as a public spokesperson for an organization and/or the humanities with a flair and proven track record cultivating partnerships and collaborating with diverse constituencies.
- Experience with, and ability to connect with, the broad constituencies of Montana, with particular ability to work with and among Montana's Tribal communities.
- Excellent written and verbal communications skills, including experience as a public spokesperson and understanding of digital communications.
- Experience with diversifying nonprofit funding and a proven record executing a fundraising plan.
- Experience with major gift fundraising and demonstrated eagerness to engage with major donors for the support of HM.
- Fundamental understanding of humanities programs especially as applied to broad non-academic audiences. Must have experience creating, financing, managing and evaluating core programs to reach broad audiences.
- Entrepreneurial aptitude with the ability to think strategically and analytically.
- Excellent interpersonal skills.
- Awareness and insight into the current direction of humanities scholarship, preferably exhibited by an advanced degree in a humanities field.

COMPENSATION: Salary is commensurate with experience. HM offers a full benefit package and a collaborative work environment.

APPLICATIONS: HM promotes, values, and respects diversity. Applications should include a letter of interest, a resume, and three references with complete contact information. To apply, please email materials to Scott.Crichton@humanitiesmontana.org

All applications will be treated on a confidential basis. Review of applications will begin November 1, 2019, and will continue until the position is filled.

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