

**ARIZONA HUMANITIES COUNCIL
EXECUTIVE DIRECTOR POSITION PROFILE**

SUMMARY

Plans, administers, directs and coordinates the activities and objectives of the Arizona Humanities Council (AHC), a non-profit 501(c)(3) organization focused on funding, directing, and supporting public humanities programming throughout the state to promote public understanding and appreciation of the humanities disciplines. Under the guidance and direction of the AHC's Board of Directors, the incumbent will successfully advance humanities within Arizona by performing the following duties either personally or through subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned as necessitated by changing AHC activities and objectives.

- Administration
 - Maintains a high level of efficiency and professionalism at the office by: hiring, training and supervising qualified staff, and regularly reviewing their performance in a systematic way; holding bi-weekly staff meetings; assigning staff functions; and scheduling retreats periodically
 - Provides general oversight of office operations
- Board Relations
 - Maintains liaisons with officers and directors; communicates regularly with President of Board of Directors; Prepares staff reports to the Executive Committee and Board of Directors; Performs other functions requested by Executive Committee and/or Board of Directors
 - Responsible to AHC's Board of Directors for achieving the goals and objectives of AHC
 - Evaluates the results of overall operations regularly and systematically and reports these results to the Board of Directors
- Program
 - Provides direction and strategy regarding AHC goals, objectives and financial investments to the Board of Directors
 - Assist the Board of Directors with the preparation of short-term and long-range plans and budgets based on broad AHC goals and objectives

- Creates the structure and processes necessary to manage AHC's current activities and future objectives
- Ensures on-time implementation of AHC's long-range plan and other goals and objectives approved by the Board of Directors
- Plan, initiate, and coordinate the programs of AHC in accordance with its objectives and policies
- Develop and initiate new program areas and constituencies to be served by AHC
- Audit and evaluate progress of grant programs and activities of AHC
- Assist grant applicants in the development of proposals for presentation to AHC, when necessary
- Develop sources of funding for AHC programs
- Financial
 - Prepare annual budget to be adopted by AHC Board
 - Responsible for monitoring and reporting of appropriate financial control procedures within AHC to ensure the proper disbursement and accounting of all monies, with optimal return on investment
 - Maintains liaisons with bank and auditor
 - Aggressively and professionally pursues multiple fundraising and grant receiving efforts in support of all AHC
 - Develop and coordinate a multi-year capital campaign for the renovation of the historic Ellis-Shackelford House, where AHC's office is located
- Political
 - Interfaces, negotiates and collaborates successfully on a peer to peer level with state and local government officials, thus creating outstanding supportive relationships with stakeholders
 - Acts as a liaison with officials within relevant government departments and state agencies in order to communicate AHC's goals and objectives, create interest and garner support
 - Represent and advocate for AHC at the State Legislature and to Congress
 - Help to prepare bills and lobby for them, when necessary

- Attend annual Humanities on the Hill to meet with congressional delegates
- Oversee annual letters to State Legislature about AHC activities
- Keep Board informed about legislative and congressional matters
- Liaison
 - Creates collaboration and interest through strong working partnerships between and among higher education, industry, nonprofit, government and philanthropic leaders with an objective of building exceptionally beneficial public/private relationships
 - Provide communication and liaison with National Endowment for the Humanities and other states' humanities programs
 - Prepare reports and recommendations for AHC Board and appropriate committees
- Community Outreach
 - Builds a positive program of community and/or public relations through field visits
 - Represent AHC to various publics and communities throughout the state
 - Seek opportunities to speak before organizations to promote AHC
 - Monitor the design and writing of printed and promotional materials
 - Seek to provide more visibility and support for AHC

SUPERVISORY RESPONSIBILITIES

This position will have the responsibility of sourcing, recruiting, hiring, managing, disciplining a staff of approximately seven persons.

MINIMUM QUALIFICATIONS

- Masters degree in a humanities discipline; doctorate degree preferred. Other combinations of experience and education that meet the minimum qualifications may be substituted.
- Excellent communication skills in both writing and speaking
- Proven experience in donor development and fundraising
- Experience in marketing planning

- Experience in grant proposal writing
- Staff and volunteer team management skills
- Experience in financial administration, including budget preparation, public relations, and humanities services
- Proven ability to maintain and cultivate partnerships and work with diverse groups and other organizations
- Demonstrated understanding and appreciation of the humanities
- Ability to travel and participate in evening and/or weekend activities and functions on a periodic basis

PREFERRED QUALIFICATIONS

- Proven leadership in creating partnerships and attract resources and funding
- Demonstrated interpersonal skills and ability to develop relationships with key external contacts
- Ability to develop and lead a strong and vibrant presence for AHC
- Ability to envision and plan for long-range goals while successfully and effectively meeting short-term goals
- Comprehensive understanding of the geographic, social, economic, cultural, and political contexts in which AHC exists
- Vision for technological innovation and expansion
- Ability to mentor and empower staff