

Executive Director
Oklahoma Humanities Council, Inc.
424 Colcord Drive, Suite E
Oklahoma City, OK 73102
Job Description
Deadline for Applications: January 1, 2019

Oklahoma Humanities Council, Inc.

Oklahoma Humanities Council, Inc., dba Oklahoma Humanities (OH), seeks a chief executive officer who is an accomplished leader with a passion for the humanities; an appreciation for humanities scholarship and scholars; and demonstrated ability to communicate, build partnerships, lead fundraising and build public awareness of OH and its mission throughout the state. The Executive Director will leverage OH resources, board and personnel to attract public interest, participation and investment in public humanities as well as serve as an effective liaison with the National Endowment for the Humanities and the Federation of State Humanities Councils. The Executive Director is an exempt position and accountable directly to the Executive Committee of the Board of Trustees.

Oklahoma Humanities was founded in 1971 as the state's affiliate of the National Endowment for the Humanities. Its mission is to help Oklahomans understand the human experience, gain new perspectives, and participate knowledgeably in civic life. This is done by offering programs to the general public with a basis in the academic humanities disciplines. Oklahoma Humanities works closely with humanities scholars to implement these programs. The organization is governed by a twenty-four member Board of Trustees. There are six employees including the Executive Director. This position requires residency in Oklahoma City, where the organization is headquartered.

The ideal candidate will be an accomplished leader with a passion for the humanities in civic life. Serving as advocate for the public humanities, the Executive Director works to maintain the quality of Council programs, manages staff, finances, strategy and partnerships, and builds relationships with partners and organizations with complementary missions. The Executive Director leads the organization in collaboration with the Board of Trustees in setting policy, programming, and ensuring financial stability and growth.

Principal Responsibilities:

- Hires staff and consultants, assigns responsibilities in accordance with job descriptions, supervises their performance
- Works with the staff to provide meaningful and effective programming and granting to further OH's mission
- Guarantees the fiscal health of the organization through management of federal support grants and accounting practices, and compliance with all federal, state, and local law
- Prepares agenda and coordinates regular meetings of the Board of Trustees and Executive Committee

- Represents the Council to the public, agencies, and communities throughout the state, region, and nation
- Works with the board to define long-range plans and options for the Council in order to implement mission
- Identifies new audiences and ways to cooperate with involved organizations
- Provides communication and liaison with the National Endowment for the Humanities, the Federation of State Humanities Councils, and other state humanities councils
- Works with the Fundraising Committee and Development Officer to research and develop individual, corporate, and foundation prospects and to implement development activities
- Prepares the annual budget and oversees its administration.
- Supervises OH's communications including writing, editing, and approving all releases
- Ensures effective Board engagement through regular communication and participation with Board committees, and helps identify and recruit Board candidates
- Visits OH-funded grant projects and programs around the state
- Maintains relationships with Oklahoma's U.S. Congressional delegation and participates in humanities advocacy efforts

Qualifications:

- Five or more years of senior management experience in a nonprofit organization
- Bachelor's Degree (advanced degree preferred) in a humanities discipline as defined by the National Endowment for the Humanities
- Excellent public speaker and writer
- Proven experience as a successful fundraiser
- Strategic leadership experience with a demonstrated ability to work effectively with diverse audiences
- Facility for Microsoft Office suite, Quick Books accounting software, and social media tools
- Excellent interpersonal skills

Compensation:

Oklahoma Humanities offers an attractive benefits package including health, dental, life and long-term disability insurance, generous retirement account contributions and paid time-off. Salary is commensurate with experience.

Application Process:

Please send a letter of application, CV/resume, personal statement of humanities philosophy (250 words maximum) and contact information for four references to: scott.lamascus@hotmail.com by January 1, 2019. The position start date is September 1, 2019. Oklahoma Humanities Council, Inc. is an equal opportunity employer.