



Executive Director Job Description

The Vermont Humanities Council (VHC) seeks a dynamic, creative, and engaging Executive Director to help it collaboratively achieve its mission of engaging all Vermonters in the world of ideas, fostering a culture of thoughtfulness, and inspiring a lifelong love of reading and learning.

As the most visible champion for the humanities in the state, the Vermont Humanities Council's Executive Director is a passionate advocate for the humanities in public and private life, is committed to engaging Vermonters of all backgrounds and ages in the Council's work, and embraces opportunities for innovation that will further the Council's mission. The Director works to ensure the quality of Council programs; manages staff, finances, strategy, and partnerships; and develops and maintains a vision of the humanities that is shared by the board, staff, stakeholders, collaborators, and funders.

RELATIONSHIPS

The Executive Director:

- Acts as a thought leader and public spokesperson for the Vermont Humanities Council to engage Vermonters meaningfully and consistently in a discussion of the role of the humanities in public discourse, literacy, and understanding of our shared history
- Leads the organization in collaboration with the Board of Directors in setting policy, programming, and strategic direction
- Builds and maintains successful relationships with and among the board members, staff, and external stakeholders
- Advocates constructively and effectively for the organization in the public sphere with various constituencies including state and federal partners

SPECIFIC RESPONSIBILITIES

The Executive Director:

- Positions VHC as an organization with ongoing relevance to a wide range of Vermonters and works with staff to critically evaluate existing programs to determine their ongoing effectiveness
- Leads staff to foster a collaborative work environment. Oversees all VHC programs, delegating responsibility for key programs and initiatives as appropriate. The Executive Director seeks out and makes available opportunities for professional development for all members of the VHC staff.
- Works with board and staff to implement the strategic plan
- Serves as chief fundraiser for the organization

- Stays abreast of national research, data, and best practices, maintaining an active role in the Federation of State Humanities Councils
- Leads VHC's fiscal planning and management
- Supervises VHC's communication plan and its implementation

The Vermont Humanities Council is an Equal Opportunity Employer.

QUALIFICATIONS

The Vermont Humanities Board of Directors seeks an Executive Director who:

- Is an inspiring leader with a demonstrated passion for the humanities including an understanding of core humanities disciplines, an appreciation for creative interpretations of the humanities as a means of understanding our current historical moment, and a history of successful engagement with diverse communities' contributions to and use of the humanities
- Is a strategic leader with a demonstrated ability to engage all constituencies, including state and federal leaders
- Is a skilled and enthusiastic fundraiser with experience working with individuals and foundations
- Is a leader of staff, able to bring out the best in team members to support a culture of both collegiality and accountability
- Possesses five or more years of senior management experience
- Has a Bachelor's Degree (advanced degree preferred)
- Is an excellent public speaker and writer
- Has nonprofit management experience
- Is proficient in the Microsoft Office suite, and comfortable with accounting software, social media, and other modern communication and management tools

COMPENSATION

The Executive Director salary will be commensurate with experience. Vermont Humanities offers an attractive benefits package including health, dental, life and long-term disability insurance, generous retirement account match, and paid time off.

HOW TO APPLY

Please apply at <https://vermont-humanities.workable.com/j/2D7D04182D> by **Wednesday June 20, 2018**. Include a resume and cover letter expressing your interest in the position and answering the question, *why do the humanities matter in this place and at this time?*