



The Federation of State Humanities Councils invites nominations and applications for the position of President. After fifteen years of distinguished service as President, Esther Mackintosh has announced her retirement. This is a unique opportunity for an exceptional leader to further the crucial work of the State Humanities Councils.

About the Federation of State Humanities Councils

Founded in 1977, the Federation of State Humanities Councils (Federation) is the national member association of [the 56 state and jurisdictional humanities councils](#). The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life. The purpose of the Federation is to provide leadership, advocacy, and information to help members advance public programs that engage millions of citizens across diverse populations in community and civic life.

The Federation has an annual operational budget of \$1.2M, funded largely by member dues, and a dedicated staff of 6.

The state humanities councils are nonpartisan, independent nonprofits that support grassroots humanities programming throughout every U.S. state and territory. The councils are funded in part by Congress through the National Endowment for the Humanities with many raising additional funds from corporations, foundations, private individuals, and some state governments. Each year, more than 55,000 [state council programs](#) engage 6,000 communities.

Headquartered just outside of Washington, DC in Arlington, VA, the Federation office's location mirrors the vibrant tapestry of the work they do. The surrounding community is rich with history and opportunities for civic and cultural engagement, social policy advocacy, in addition to some of the best restaurants and outdoor recreation in the country.

The Federation of State Humanities Councils [advocates](#) on behalf of its members, the state humanities councils, for increased federal funding for the National Endowment for the Humanities (NEH) and the NEH's Federal/State Partnership Office, which provides annual support to the councils.

The Federation is committed to coordinating its advocacy with other humanities organizations and has active [partnerships](#) with other humanities organizations. This collaborative approach strengthens the voice of the humanities in the halls of Congress, enabling the community to make the strongest case possible for funding the NEH and the councils.

In addition to monthly and weekly e-[newsletters](#), the Federation engages the member community through two signature events — Humanities on the Hill, which typically takes place in early spring, is the Federation’s premier advocacy event; and [The National Humanities Conference](#), held each fall, which brings together members from each of the state councils as well as all those interested in advancing the humanities. [The Schwartz Prize](#) for outstanding council programming is awarded each year at the National Humanities Conference. The Federation manages the Schwartz Prize award process.

Governance

The Federation board reflects the deep and passionate commitment the organization has to serving its members and the humanities. The all-volunteer Federation board includes public members as well as council executive directors from states and territories across the nation. Each board member serves a four-year term. The board chair serves a two-year term and remains for another two years as the immediate past chair. Federation members participate in a nominating process early in the year and elect their representatives to the Federation Board at the Annual Business Meeting, which occurs in conjunction with the National Humanities Conference. Additional information about the Federation board can be [found here](#).

About the role of President

The primary responsibilities of the Federation President are to serve as the principal representative and spokesperson for the organization; provide communication and outreach to state and territory councils; exercise leadership in achieving a shared vision with the board and staff; develop and implement, in consultation with the board and staff, an overall strategic direction for the organization; maintain relationships on behalf of the Federation with key partners and funders; and oversee all Federation operations.

Essential functions of the President include the following:

Advocacy on behalf of the State Humanities Councils

- In consultation with the Federation’s Legislative Committee and Legislative Counsel, plan and oversee a comprehensive congressional relations program to promote support for the National Endowment for the Humanities (NEH) and the state humanities councils
- Oversee planning and organization of annual Humanities on the Hill event, including development of materials for distribution to congressional offices based on annual funding request approved by Federation board
- Coordinate year-round council congressional advocacy activities and create opportunities for councils to advocate with Congress on behalf of the state councils and NEH
- Maintain communication with councils regarding developments in Congress or NEH related to council interests
- Engage and oversee the work of a qualified and experienced legislative counsel

External Relations

- Maintain regular communication and collaboration with key officials at NEH to ensure representation of council interests

- Represent and advocate for the 56-council network with appropriate organizations, coalitions, associations, and funders
- Seek strategic partnerships to increase visibility and funding for state humanities councils

Board Relations

- Organize and oversee three board meetings a year, providing adequate information to board members to allow them to make decisions and develop policies consistent with the strategic vision established for the organization
- Implement policies established by the board by working with staff to develop an annual plan of operations based on the goals of the five-year plan
- Provide regular, frequent, and detailed communication with board members
- Oversee and maintain an effective committee structure
- Work with the board chair to appoint and oversee an annual nominating committee and assist committee with nominating process
- Conduct an annual orientation of new board members

Member Relations

- Oversee and implement a regular process of consultation with members on policy and program matters, through reports to members on board decisions, as well as through board and committee phone tree communication, and other means
- Lead a member-wide initiative on Diversity, Equity, and Inclusion to clarify, promote, and identify best practices already in use throughout the 56-council network
- Implement regular individual and group conversations with membership to ascertain needs and priorities
- Engage members in Federation committees and task forces
- Encourage regular and extensive participation by members in planning and implementing national initiatives
- Oversee the development of marketing materials available to and adaptable by all members
- Conduct an annual orientation of new state council directors
- Support members through supplementary fundraising initiatives

Administration

- Initiate and oversee strategic planning process in consultation with board
- Oversee development and implementation of annual plan, in consultation with staff
- Develop annual budget in consultation with board treasurer and staff finance manager and oversee fiscal management
- Hire and supervise staff
- Conduct annual performance evaluations of all staff members
- Encourage and provide for staff participation in outside professional development opportunities
- Set staff salaries, based on the total staff compensation line determined by the board
- Ensure compliance with legal requirements and regulations

Desired Qualities and Attributes

To be most successful, the next President will demonstrate or possess many of the following:

- A strong record leading, inspiring, and empowering an organization or team with multiple constituencies including staff, members, institutional partners, and government agencies;
- A deep commitment to the humanities, including the ability to advocate passionately the value and relevance of the work of the state humanities councils;
- Exceptional written and verbal communication and interpersonal skills;
- Keen understanding of bi-partisan political advocacy including federal funding procedures and priorities;
- Successful experience garnering grants and other resources from diverse sources;
- A record of achievement in furthering diversity, equity and inclusion initiatives;
- Strong financial acumen, including experience managing grants and diverse revenue streams;
- A present and accessible roll-up-your-sleeves leadership style, with the ability to resolve conflicts while maintaining productive relationships;
- Highly collaborative and adept at building and managing productive external relationships and partnerships; and
- An impeccable reputation for integrity and the highest standards of ethical behavior.

Information for Candidates

Please send all nominations, inquiries, and expressions of interest, in confidence and electronically, to:



& ASSOCIATES

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