



Position Title:	Chief Humanities Officer
Reports to:	Chief Executive Officer
Hours:	Full-time (40 hours); occasional evenings and weekends
Salary:	Competitive, commensurate with experience.
Location:	St. Paul, MN
Benefits:	Health, dental, PTO, holidays, and 401(K) plan

About the Minnesota Humanities Center

The Minnesota Humanities Center (MHC) is a statewide nonprofit located in St. Paul, Minnesota. MHC connects our past, present, and future by bringing people together to increase understanding and spark change. We collaborate with organizations and people through education, partnerships, and public programs to inspire community conversations, forge deep connections, and illuminate authentic, diverse voices across the state especially those left out, marginalized, or otherwise absent from our education and public awareness. Using a variety of disciplines such as philosophy, literature, civics, history, and language through mediums such as discussions, books, radio and television, we expand the scope of humanities within scholarly institutions and bring the humanities into the lives of all people to create a more unified, vibrant and stronger society.

Primary Responsibilities

The Chief Humanities Officer (CHO) will be a person with a solid foundation in the humanities, demonstrated leadership skills, and a positive spirit. They will have experience in working with and valuing people, culture, and traditions of all people. This person will be committed to equity and justice for all people and committed to the work of MHC.

The CHO will have overall strategic and operational responsibility for ensuring that MHC program staff successfully implement Humanities initiatives. The position reports to the CEO and will be a part of the senior management team responsible for driving the overall strategy for the organization. The CHO will represent the organization on a local, regional, and national basis. The CHO collaborates with the CEO, COO, and senior leadership team on planning and budget management. The CHO is expected to continue to build and strengthen a culture of collaboration and team support throughout the organization. The CHO will develop and facilitate deep knowledge of each project, engagement opportunity, and business plan that supports MHC Humanities efforts. The CHO will primarily focus on the following areas: rich humanities content development, leadership and management, sustaining external relationships, and knowledge management.

Key Responsibilities

Leadership, Staff Management, and Organizational Strategy

- Attract, develop, mentor, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance to successfully implement Humanities initiatives
- Directly supervise MHC program staff
- Enhance, flesh out, and implement organizational vision as established in the Humanities Center's Strategic Framework
- Develop and operationalize strategies that can take a Humanities initiative or organization to the next stage of growth
- Work with MHC staff to develop systems, processes, and protocols to ensure consistent, high-quality project management
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture, and supporting staff during organizational growth
- Demonstrates a commitment to a healthy workplace culture, innovative programming, and excellence in financial management that enhances MHC's Organizational Strength
- Develops consultant contracts, ensure that the proper contracts are in place to meet project objectives, and addresses questions related to management and oversight of contractual agreements with consultants
- Work collaboratively with the senior management team to integrate cross program activities and functions

Humanities Oversight and Evaluation

- Oversee coordination, integration, and delivery of all Humanities engagement initiatives, contracts, and related services, promoting collaborative relationships between program areas and ensuring that MHC meets and exceeds the expectations of funders, partners, constituents, clients, and stakeholders
- Monitor projects, initiatives, programs and events to affirm they align with MHC's overall mission, vision, values, and strategic framework
- Ensure delivery of qualitative and quantitative goals, outcomes, and ongoing programmatic excellence
- Demonstrate consistent quality of communications, and systems; recommend timelines and resources needed to achieve program goals
- Respond to government and foundation requests for proposals and applications in partnership with development and senior staff; coordinate planning and activities necessary for development of model program designs in response to RFPs and RFAs
- Work closely with COO to budget and monitor programmatic operations to ensure sound fiscal and system management
- Coordinate and analyze CRM data to inform programmatic and operational decision making process in conjunction with Strategic Framework and MHC evaluation plan
- Deepen existing and create new performance and outcome measures for outreach to diverse communities throughout Minnesota in alignment with MHC's evaluation efforts

External Relationships:

- Prepares and makes public presentations as needed
- Expand Humanities engagement initiatives that will result in revenue and fundraising growth that support current and future programs
- Cultivate existing relationships and work with development to create new funder relationships
- Manage relationships with partner organizations

- Will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills
- Works collaboratively with internal as well as external partners and other organizations, providing exposure for program impact in a variety of professional journals and other media outlets

Knowledge Management:

- Oversee necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by each initiative
- Ensure that key project outcomes and/or policy, advocacy, and legislation are evaluated and leveraged for maximum community and organizational impact

Other Duties:

- Other duties as assigned

Knowledge, Skills & Abilities

Position requires a self-motivated, flexible, and optimistic individual with excellent interpersonal skills and ability to handle multiple concurrent projects.

- Has advanced degree in humanities and/or education
- Minimum of **10** years in senior leadership positions, including staff supervision and oversight
- Culturally competent and has the ability to build strong relationships, find common ground, build consensus and strengthen collaboration among diverse stakeholders
- Has led large significant programs and projects to success
- Demonstrated leadership, coaching, mentoring, and relationship management experience
- Strong demonstrated success managing internal and external relationships
- Comprehensive working knowledge of program planning, organizational structure, budgeting, and administrative operations
- Impeccable integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for MHC's mission and ability to work collaboratively with other senior leaders
- Commitment to personal, team, and organizational continuous improvement
- Proactive, able to see and understand complex issues and systems, and take effective actions ahead of upcoming business cycles

Skills

- Excellent communication skills—in person, writing, social media
- Able to represent and advance MHC vision, mission, and work to the Board, in person, in small groups, the public, and to professional, civic, and political organizations
- Collaborates with colleagues, leads by initiative, and example
- Can conduct strategic planning and see it through to implementation
- Demonstrated ability to plan and manage budgets
- Demonstrated capacity to develop and implement creative and innovative initiatives for MHC

Key Competencies

Adaptable – Adjusts quickly to changing priorities and conditions and thrives in an environment of complexity, change, and ambiguity.

Collaborative – Skilled at building relationships and acts respectfully when working with colleagues and partners to earn and build consensus.

Enthusiastic – Exhibits passion and excitement about humanities work. Has a positive attitude.

Creative Problem Solver – Acts in advance to deal with an expected or unexpected situation, quickly generating alternative solutions/ideas.

Efficient – Able to produce significant output with strong work ethic and high quality standards.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The Minnesota Humanities Center is committed to building a work culture that is focused on a diverse, inclusive, equitable, and accessible organization.

Interested candidates should email: cover letter (including salary requirements) and resume to jobs@mnhum.org. We are unable to accept telephone calls.