



FEDERATION OF
STATE HUMANITIES
COUNCILS

Project Director, *Humanities in American Life*

TIMELINE: 12-15 months

The Federation of State Humanities Councils (FSHC) invites applications for a part-time Project Director of the “Humanities in American Life” initiative. This project builds upon resources developed in 2017-2018 and is designed to expand on and strengthen efforts to educate the public about the value of the humanities in American life.

Working with Federation staff, the Project Director will identify key messages, build relationships with thought leaders, assist with a visibility campaign, develop print and online content, and manage the production schedule, deliverables, and vendors associated with the project. The project is supported by a grant from the Andrew W. Mellon Foundation.

Founded in 1977, the [Federation of State Humanities Councils](#) is the national member association of the 55 state and territorial councils. The state humanities councils are independent, nonpartisan, nonprofit organizations supporting grassroots humanities programs and community-based activities. The councils were created by Congress in the early 1970s and receive an annual congressional appropriation through the National Endowment for the Humanities (NEH), which most supplement with state and private funding.

Reporting Structure: the Project Director reports to the Director of Communications

Term: this is a 12-15 month, part-time (average 20 hours/week) position

Job Classification: exempt

Compensation: \$30k, plus pro-rated benefits

Primary Responsibilities:

- Work with the Director of Communications to ensure the success of “Humanities in American Life,” a national initiative generously supported by the Andrew W. Mellon Foundation
- Analyze and extract key messages and arguments from “Humanities in American Life, Part 1” [resources](#)
- Design and implement a visibility campaign highlighting the messages and themes extracted from the part 1 resources in collaboration with the director of communications and integrated communications firm
- Identify and build relationships with thought leaders and cultivate content
- Maintain an outreach database
- Develop content for a variety of mediums: social media, print, web, blog, etc.
- Work with FSHC team to develop additional briefing papers about council work as well as identify opportunities for additional videos
- Serve as a liaison between video, design, web, and other communications consultants and FSHC, ensuring project goals and deadlines are met
- Create a results report showcasing the efforts and outcomes of the project

To apply: Please submit a substantive cover letter and resume/CV (not to exceed four pages) to Natalie Pak, Director of Communications, FSHC, at npak@statehumanities.org.

Review of applications will begin immediately and continue until someone has been hired. FSHC is an equal opportunity employer.