



## **Position Profile**

**Senior Manager, Operations & Planning**  
**Federation of State Humanities Councils**  
Arlington, VA

The Federation of State Humanities Councils (the Federation) seeks a Senior Manager, Operations & Planning (the Senior Manager) to provide internal leadership of the membership-based organization as it enters a new phase of building its capacity to support and strengthen its membership and advocate for the humanities across the nation.

### **About the Organization**

The Federation, founded in 1977 as the membership association of state and jurisdictional councils, provides support for humanities councils and strives to create greater awareness of the humanities in public and private life. With a mission to represent and strengthen the state and jurisdictional humanities councils, the Federation provides leadership, advocacy, and information to help members advance programs that engage millions of citizens across diverse populations in community and civic life.

Headquartered in Arlington, VA, the Federation has a staff of seven and an operating budget of approximately \$1.3M. The Federation's revenue sources include membership dues, conference registrations, and administrative fees collected from grants it earns on behalf of its members. The Federation's leadership includes a 16-member Board of Directors as well as 10 committees and task forces, individually chaired by a Federation Board member, that provide a governance or advisory function for the organization. Federation President Phoebe Stein began her tenure in May 2020 after serving as Maryland Humanities' Executive Director for 12 years. For additional information about the Federation, please visit the [website](#).

### **The Position**

Reporting to the President and supported by an external accounting team, the Senior Manager leads the Federation's operations, including management of financial and accounting functions, as well as the management of relationships with external vendors, the audit firm, the external accounting firm, the bank, investment managers, and others. The Senior Manager plays a vital role in ensuring the Federation's strong leadership and impact in the field, sustainability and sound fiscal position through financial stewardship, overseeing Operations, IT, and HR functions, and developing and operationalizing both strategic and diversity, equity, inclusion, and access (DEIA) plans.

### **Key Responsibilities**

Primary responsibilities include, but are not limited to:

- **Financial Management:** Prepare and analyze financial reports and forecasts for stakeholders and communicate critical matters to the Board; lead budgeting and financial planning processes for the organization, events, and grants while monitoring progress and changes to the Federation's financial status.
- **Planning:** Work with consultant, staff, and Board to develop, operationalize, and implement a new strategic plan; Assist the President and Board in advancing the Federation's DEIA efforts.
- **Human Resources:** Manage and implement the employee handbook, payroll, employee benefits, and insurance policies, all in compliance with federal and state laws; Assist the President in advancing the full employee life cycle with an equity lens.

- **Accounting Leadership:** Manage outside accounting firm to support its day-to-day management of accounting systems, including bookkeeping, accounts payable, accounts receivable, and grants accounting; Review, process, and manage contracts and revenues, including annual dues assessments/collections and onsite payments at events.
- **Board/Governance:** Work with the Audit Committee, Finance Committee, and Communications & Development Committee to support each of their functions in ensuring accurate reporting of the Federation's finances.
- **Administrative:** Coordinate with IT contractor, property owner, and other outside vendors regarding office equipment and facilities; Update and implement Operating Policies & Procedures.

The Federation uses Sage as its accounting platform, ADP to process payroll, Microsoft Office to create documents, and Google docs to edit. The Federation anticipates selecting a new CRM platform later this year.

### **Skills and Attributes**

The Senior Manager will be a collaborative leader with at least 5 years of broad finance and operational experience including managing accounting, budgeting, and membership and federal revenue. They will demonstrate skill in overseeing Operations and HR functions as well as bring experience gathering and evaluating financial information and making recommendations to senior leadership. The Senior Manager will ideally have experience being a part of an organization that has implemented a DEIA lens and operationalized strategic vision. Talented candidates will also bring experience in the nonprofit sector and a passion for the humanities. Bachelor's degree or related experience preferred.

The salary range is \$80,000-\$85,000. Benefits include full medical coverage (health, dental, and vision), life and AD&D insurance, participation in a 403(b) retirement plan with 7% employer contribution, 22 days annual paid vacation, and 12 days annual paid sick leave.

### **Application Process**

To apply, please submit your resume, cover letter, and salary requirements [here](#). Resume reviews begin immediately. For the full scope of position responsibilities and desired experience, please contact Sam Sadiv at [samantha.sadiv@marcumllp.com](mailto:samantha.sadiv@marcumllp.com), and direct any questions you may have to her.

A demonstrated ability to cultivate positive and productive relationships and partnerships with a wide range of cultures, people, and organizations and a commitment to access are central to our work. Hence, we strongly encourage applications from BIPOC and LGBTQ+ communities, working class individuals, veterans, and members of other marginalized communities.

*The Federation of State Humanities Councils does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, members, volunteers, subcontractors, and vendors.*