



Federation of
State Humanities
Councils

1530 Wilson Boulevard
Suite 340
Arlington, Virginia 22209

Government & External Relations Manager

Annual salary range: \$80K-\$85K

Reports to: President

Status: Full-time, Exempt

Hours: Typical office hours in the Eastern Time zone, with some flexibility available

Location: Remote with optional 1-3 days in the Arlington, VA office – candidates must be based in the DC area

Benefits: 24 days PTO (in addition to 16 paid holidays); health, dental, and vision insurance; life insurance; short-term and long-term disability insurance, access to a 403(b) retirement plan with pre-tax and Roth options

Application deadline: Monday, February 16, 2026 at 11:59 PM ET

Organization Overview: Founded in 1977, the Federation of State Humanities Councils (“the Federation”) is a 501(c)(3) and the national membership organization for the state and jurisdictional humanities councils. Rooted in the distinctive places and people they serve, the councils are independent nonprofit organizations that conduct and fund public humanities programs, engaging millions of people in community and civic life. The councils are funded in part by the federal government through the National Endowment for the Humanities (NEH). The Federation serves the councils by fostering connections and deepening their networks, providing resources and capacity-sharing opportunities, acting as a liaison with the NEH, and advocating to Congress for federal funding.

Position Summary: The Government & External Relations Manager (“Manager”) will serve as the central point of contact between the councils and the Federation on advocacy matters, providing support to councils in their efforts to develop, pursue and maintain connections with their Members, understand Member votes and positions, convey Federation requests and interests, promote council objectives, and ensure that councils have the resources to engage with their Members.

The Manager will work closely with colleagues on staff and board to enhance the organization’s reputation, influence policy, and strengthen partnerships and secure resources. With the Federation’s President, Legislative Counsel and member-led Legislative Committee, the Manager will coordinate and execute an advocacy strategy.

Please note: The Federation has a long-standing relationship with the highly-regarded Washington government affairs firm [Van Scoyoc Associates](#) (VSA) and works closely with a contracted Legislative Counsel on their staff. While the Manager will report to the Federation’s President, all advocacy work will be done in coordination with VSA.



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Mission

The Federation advocates for increased investment in and engagement with the national network of humanities councils. We support, connect, and amplify the work and voices of our members, demonstrating councils' value for communities and their collective impact on civic health and cultural vibrancy.

The Manager's work will be central to the Federation's mission of advocating for federal support for the public humanities work of member councils. The Manager will be responsible for developing, executing, and managing strategies for engaging legislators in our work and supporting member engagement in our advocacy, including fly-ins, meetings, and case making for our members.

Vision

We envision a fully resourced, inclusive, and thriving humanities council network that builds capacity for people and communities throughout the country to understand one another and navigate together towards a just future.

The Manager will support the Federation's vision by working to ensure that member councils have the resources they need to thrive.

Values

All team members are expected to center the Federation's values in their work. In support of our history, mission, and vision, the Federation seeks to embody and promote:

- **Accountability.** We take responsibility for our journey of becoming an equitable organization and commit to taking action for positive change in all aspects of our work with members and external stakeholders.
- **Inclusion.** We expand access, remove barriers to participation, and intentionally invite participation from historically marginalized people and all communities.
- **Service.** We serve members by providing valuable resources, guidance, information, expertise, convenings, and advocacy that reflects their diverse interests, needs, and concerns.
- **Transparency.** We invite shared decision-making and collaboration through openness and clarity with our stakeholders.
- **Understanding.** We participate in active listening, purposeful interactions, and reflective practices.

Key Responsibilities: Primary responsibilities include, but are not limited to:

Member Services and Communication (30%) Serve as a resource for member humanities councils, providing them with timely updates on congressional actions and federal policy and



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assisting with their federal advocacy initiatives. With Legislative Counsel and President, draft content for internal and external communications, including newsletters and action alerts.

Coordinate meetings of the Legislative Committee, informal check-ins, as well as Federation meetings on the Hill.

Legislative and Advocacy Support & Engagement (30%): Monitor and analyze legislative and regulatory developments on Capitol Hill and within federal agencies, particularly the National Endowment for the Humanities (NEH). In coordination with President, Legislative Counsel and member-led Legislative Committee, prepare policy briefs, talking points, fact sheets, and other materials to support the Federation's advocacy efforts.

Assist in building and maintaining relationships with congressional staff, key agency personnel, and coalition partners. Represent the Federation at meetings and events to advocate for our policy priorities.

Support external partnerships (20%): Work with President, Director of Engagement & Impact, and Communications Manager to strengthen and leverage external partnerships and build new ones.

Administrative and Logistical Support (20%): Manage and maintain legislative tracking software and analyze and report using tracking software data. Assist with the planning and execution of government relations events, including the annual "Humanities on the Hill."

Supervisory Responsibilities: None

Skills and attributes:

- 3-5 years of experience in government relations, legislative affairs, or a similar role, ideally within a nonprofit or on Capitol Hill
- Strong understanding of the federal legislative process and a keen interest in the humanities
- Excellent written and verbal communication skills, with the ability to distill complex information into clear and concise messaging
- Exceptional organizational skills and meticulous attention to detail
- Ability to work both independently and as part of a team, with roles often shifting rapidly or taking place concurrently
- Proficiency in Microsoft Office Suite and experience with legislative tracking tools is a plus
- High standards for and ease with customer service and daily interaction with a wide variety of constituencies
- The ability to collaborate across the organization on projects and manage multiple deadlines



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- Creative problem-solving skills and professional and polished interpersonal skills

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 is central to our work. We realize there are great candidates who won't check all these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself!

Application Process: To be considered, please submit a resume, cover letter explaining your interest in the position, and the names and contact information for two professional references (former or current supervisors) to jobs@statehumanities.org. Incomplete applications will not be reviewed.

Applications will be reviewed after the February 16, 2026 deadline. Employment is contingent upon successful completion of a background check.

Learn more about the Federation at www.statehumanities.org.

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.