

Rhode Island Council for the Humanities

131 Washington Street, Suite 210

Providence, RI 02903

www.rihumanities.org



RHODE ISLAND
COUNCIL *for* the HUMANITIES

POSITION DESCRIPTION

TITLE: Operations Officer

HOURS: Full-time, 35 hours/week — Starting late February/early March 2018

THE ORGANIZATION:

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For nearly 45 years, we have cultivated diverse expressions of the public humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. We are a catalyst for engagement with our state’s remarkable history and culture and believe in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities (NEH). A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

THE ROLE:

Reporting to the Executive Director, the Operations Officer manages the implementation of the Humanities Council’s operations and strategic goals, including measurement and reporting on the Council’s impact. The Operations Officer’s portfolio includes overseeing the Council’s financial administration, human resources, technology and office infrastructure, project management practices, and grants administration.

Specific responsibilities include:

- Develop Financial Resources
 - Oversee financial administration, including day to day finances, monthly reports, working with bookkeeper and auditors, and administering annual budget and program planning with staff and board
 - Strengthen grant administration processes for grants made and received by the Council
 - Manage external reporting to the NEH and other funders
- Manage Strategic Goals
 - Integrate strategic goals into operations and activities
 - Implement project management practices throughout activities and partnerships

- Measure & Communicate Impact
 - Track and report on impact for internal planning and external funders
 - Collect and analyze data and connect to compelling stories to communicate impact
- Cultivate People Resources
 - Manage human resources, including recruitment and hiring, and personnel policies and procedures
 - Oversee internship program to infuse staff team with meaningful support, cultivate higher education connections, and foster future public humanities professionals
 - Work with Council's board of directors, with a focus on financial administration
- Maintain Office Infrastructure
 - Supervise program coordinator to maintain office infrastructure including vendor relationships, office environment, IT support, daily mail, and purchases of supplies, furniture, and equipment necessary for effective operations and collaboration

We expect that this position will be an enthusiastic member of our small but ambitious team. There are periodic events on evenings and weekends and times that we are in “all hands on deck” mode. Our small size allows us to develop skills and to participate in planning and collaboration beyond individual functional areas. Beyond these core position responsibilities, there is opportunity to take a larger role in communications efforts, programming, and governance structures, depending on the successful candidate's unique talents and interests. We find this an exciting and rewarding learning environment, and the ideal candidate would see it that way, too.

CANDIDATE PROFILE:

The successful candidate will have excellent written and oral communication skills and will be highly organized and effective at managing multiple projects and priorities. Preferably, the candidate will have a bachelor's degree in a humanities discipline and a minimum of two years of experience administering organizational or programmatic budgets. We are also interested in candidates with experience in collective impact approaches, resource development through partnerships, and networks.

Specific competencies and qualities include:

- Expertise and experience in:
 - Financial administration & budgeting
 - Data tracking, databases, and performance management
 - Project management
 - Grant administration
 - Recruitment & hiring, human resources management
 - Supervision
 - Microsoft Office, databases, e.g. grants and donor management, Google drive
 - Mac computer environment

- Initiative, self-motivation, and follow through
- Collaboration and team orientation
- Strong organization, time management, and systems thinking skills
- Meticulous attention to detail
- Passion for and commitment to the humanities

The Rhode Island Council for the Humanities is committed to workplace diversity.

SALARY:

Salary is based on qualifications and experience, and benefits are available. Because the Council has a small, ambitious staff, there are many opportunities for cross training and teamwork. The Council also offers professional development.

APPLICATION PROCESS:

Please send resume and cover letter via email attachment by **Tuesday, January 23rd**, to Elizabeth Francis, Executive Director, at elizabeth@rihumanities.org, with the subject line: Operations Officer. No phone calls, please.