

**Rhode Island Council for the Humanities**

131 Washington Street, Suite 210

Providence, RI 02903

[www.rihumanities.org](http://www.rihumanities.org)



**RHODE ISLAND**  
COUNCIL *for the* HUMANITIES

**POSITION DESCRIPTION**

**TITLE:** Development and Communications Officer

**HOURS:** Full-time starting late July 2016

**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. As an independent, nonprofit state affiliate of the National Endowment for the Humanities, the Council has provided over \$7.7 million in grants to support more than 650 organizations throughout the state of Rhode Island, as well as independent researchers, filmmakers, scholars, and oral historians, since its founding in 1973.

**THE ROLE:**

Reporting to the Executive Director, the Development and Communications Officer will have overall responsibility for the planning and implementation of a comprehensive fundraising program and produce and disseminate a variety of marketing, communications, and advocacy materials. With a focus on relationship-building, collaboration, and case-making, this position advances fundraising and communications to cultivate and engage constituents, develop the Council's resources, and make the case for the impact of the public humanities and the Council.

The Development and Communications Officer interweaves development and communications responsibilities to tell the story of the Council's impact and make the case for support. The position advances the Council's strategic plan goals of diversifying revenue sources to match the Council's aspirations and building the public-private partnership by leveraging public funds to attract support from national and state foundations, the business community, and individual donors. This position includes managing a portfolio of donors as well as working with strategic partners, corporate and foundation funders, elected officials, and fellow staff.

Specific responsibilities include:

- developing & implementing fund development and communications plans and calendars
- overseeing cultivation, solicitation, stewardship, and recognition for individual, corporate, and foundation fundraising

- philanthropy research and analysis
- overseeing the documentation of Council projects, strategic partnerships, and grantee projects to communicate compelling stories of the Council's impact
- managing and developing content with Council staff and consultants including press releases, e-newsletters, websites and blogs, op-eds, event invitations and talking points, program features, and annual reports to reach various audiences including grantees, funders, government officials and policymakers, and arts & culture leaders and practitioners
- managing and maintaining the Council's social media, online presence, and websites
- representing the Council at events and meetings
- planning and coordinating events that showcase the Council's mission and engage and grow the humanities community, including the annual Celebration of the Humanities, in collaboration with fellow staff

### **CANDIDATE PROFILE:**

The successful candidate will have expertise and experience in fund development, including identification, cultivation, solicitation, and stewardship of donors; and communications planning and implementation, including targeting audiences, using multiple media platforms, storytelling, and developing cases for support. Preferably, the candidate will have a bachelor's degree in a humanities discipline and a minimum of three years of public humanities, fundraising, communications and/or public relations experience.

Specific competencies and qualities include:

- Excellent written and verbal communications skills
- Establishes and maintains strong relationships
- Self-motivated, holds self to high standards
- Expertise in project management and event planning and execution
- Takes initiative, balances multiple priorities, and practices thoughtful judgement
- Collaborative and team-oriented
- Passion for and commitment to the transformative power of the humanities
- Proficiency in Mac OS, Microsoft Office, design software (Adobe Suite), e-newsletter applications (Constant Contact and MailChimp), WordPress, social media platforms (Facebook, Twitter), and databases (eTapestry)

### **APPLICATION PROCESS:**

The Rhode Island Council for the Humanities is committed to workplace diversity. People of color are strongly encouraged to apply. 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.

Please send resume and cover letter via email attachment by **Friday, June 3, 2016** to Carole Ann Penney, Director of Operations at [caroleann@rihumanities.org](mailto:caroleann@rihumanities.org). No phone calls, please.