

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: Assistant or Associate Director of Grants and Strategic Initiatives

HOURS: Full-time, starting August 2020

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 over 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. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

THE GRANTMAKING PROGRAM AND STRATEGIC INITIATIVES:

The Rhode Island Council for the Humanities Grantmaking Program funds nonprofit organizations and individual researchers to stimulate new research in the humanities, spark thoughtful community exchange, build new audiences for the humanities, innovate new methods in the humanities, and advocate for the importance of the humanities for a lively and engaged democratic public.

The Council’s strategic initiatives spark new ways of using the humanities to address pressing challenges in Rhode Island. The Council often collaborates with partners to bring together resources, expertise, networks, and audiences to seed new approaches, support larger initiatives, and strengthen the humanities sector.

THE ROLE:

Reporting to the Executive Director, the Assistant/Associate Director of Grants and Strategic Initiatives oversees the administration of the grants program (including policy, outreach, and compliance) and the advancement of the Council via strategic initiatives, resource-building, and data management.

Specific responsibilities include:

- **Manage the Grantmaking Program's materials and finances.**
 - Advise potential grant applicants in accordance with Council priorities, guidelines, and funding parameters.
 - Strengthen inter-organizational relationships through connecting constituents and playing an active role as a convener in the sector.
 - Solicit, manage, and analyze grantmaking data for compliance with the National Endowment for the Humanities, strategic grantmaking decisions, and successful completion of the Council's annual audit.
 - Prepare summaries of applications and manage Board and committee reviews and meetings.
 - Monitor grant project evaluations and build metrics for the overall evaluation and improvement of the Humanities Council's grant program in relation to the organization's strategic goals and community needs.

- **Investigate and forge strategic initiatives to promote innovation.**
 - Oversee and further develop the Council's Culture is Key initiative to understand, test, and evaluate the role of cultural participation on our state's civic health.
 - Develop relationships with partners across sectors, including funders, to advance cultural equity and civic engagement through grantmaking and strategic initiatives, e.g. the RI Expansion Arts Program and Rhode Tour.

- **Collect, interpret, and use data to communicate the impact of Humanities Council's grantmaking and initiatives.**
 - Lead ongoing work to update and document policies and procedures in light of best practices for grants and public humanities projects.
 - Work with staff members and the Board of Directors to analyze, evaluate, and update current processes and procedures as they relate to grants and programs.
 - Promote best practices in public humanities and humanities methods for addressing civic challenges and cultural equity.
 - Help to manage and activate the Council's archive of grant and program material.

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 and a minimum of three years of grants management; nonprofit and/or foundation experience required.

Specific competencies and qualities include:

- Knowledge of nonprofit sector, including trends and best practices.
- Initiative, self-motivation, and follow through
- Ability to prioritize tasks, analyze data, solve problems, think critically and create and improve organizational systems.

- Ability to create positive, long-term relationships by demonstrating a commitment to collaboration and customer service and by consistently exhibiting tact, dependability, diplomacy, and flexibility.
- Enthusiasm for and willingness to attend wide-ranging public humanities programs.
- Significant database experience. (Filemaker, GLMs, Etc.)
- Programmatic and grantmaking budget development, management, and reporting.
- Understanding of collective impact models and best practices for public humanities projects.

APPLICATION PROCESS:

The Rhode Island Council for the Humanities is committed to workplace diversity. Salary and level is based on qualifications, experience, and benefits 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, August 14** to Scott Raker, Operations Officer, at scott@rihumanities.org, with the subject line: Assistant/Associate Director of Grants and Strategic Initiatives. No phone calls, please.