



**Rhode Island Humanities**  
131 Washington Street, Suite 210  
Providence, RI 02903  
[www.rihumanities.org](http://www.rihumanities.org)

## **POSITION DESCRIPTION:**

**Title:** Grants & Humanities Initiatives Coordinator

**Department:** Grants & Humanities Initiatives

**Hours:** 30 hours/week

**Job location:** Hybrid

**Reports to:** Associate Director of Grants & Humanities Initiatives

**Compensation:** \$45,240 annually, including health and retirement benefits

## **The Organization:**

Rhode Island Humanities (RI Humanities) seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. RI Humanities was established in 1973 as an independent state affiliate of the National Endowment for the Humanities (NEH), which was founded in 1965 thanks to the leadership of Rhode Island's own Senator Claiborne Pell. A private nonprofit 501(c)3 organization, RI Humanities is supported by federal funds from NEH as well as by the State of Rhode Island, individuals, corporations, and foundations. We are one of 56 humanities councils found in every state and U.S. territory.

As the only dedicated source of funding for public humanities in Rhode Island, we are proud to have awarded over \$9.6 million through 1,900 grants to over 1,800 grantees. To learn more about the projects and organizations RI Humanities has recently supported, please visit the [Recent Grants](#) section of our website.

## **Job Summary:**

The Grants & Humanities Initiatives Coordinator provides administrative, communications, and programmatic support for RI Humanities' grantmaking programs and humanities initiatives. Under the direction of the Associate Director of Grants & Humanities Initiatives, the Grants & Humanities Initiatives Coordinator ensures that grantmaking programs and humanities initiatives strengthen Rhode Island's cultural sector; advance RI Humanities' mission, vision, values, and strategic plans; are aligned with best practices to promote diversity, equity, inclusion, and accessibility; and run smoothly, efficiently, and in compliance with applicable policies and regulations.

**Essential Job Duties:**

- Administer and maintain grantmaking program infrastructure, including physical and digital records management and archiving.
- Serve as point of contact for and communicate with applicants, grantees, Board members, and general audiences regarding grantmaking programs.
- Support the research, development, and implementation of responsive, equitable, and accessible grantmaking programs with federal, state, and private funding sources.
- Support administration, communications, and content development of humanities initiatives, as needed.
- Represent RI Humanities at relevant community and professional events, including grantee events and professional events with fellow humanities councils, and support RI Humanities events as needed.
- Support the compilation and analysis of grantmaking and humanities initiative data as needed.

**Work Environment:**

- The Grants & Humanities Initiatives Coordinator will begin work in September 2024 with a schedule of 30 hours per week.
- This job will require occasional travel within Rhode Island.
- Work will be conducted both remotely and at RI Humanities' office in downtown Providence.
- Occasional attendance and support of virtual and in-person community and RI Humanities' events outside of regular business hours.
- Any in-person activities will strictly adhere to RI Humanities' COVID-19 guidelines, which align with Center for Disease Control and Prevention as well as Rhode Island Department of Health recommendations.
- Up-to-date COVID-19 vaccination required, unless with a necessary exemption due to medical reasons or a sincerely held religious belief.

**Compensation and benefits eligibility:**

The base annual salary for the Grants & Humanities Initiatives Coordinator is \$45,240. The role is also eligible for RI Humanities' benefits, including employer contributions to the RI Humanities' health, dental, and vision insurance plans; employer contributions to a retirement 403(b) account; disability insurance; as well as paid holiday, vacation, sick, and personal days.

**CANDIDATE PROFILE:**

Rhode Island Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to age, national origin, sexual orientation, race, ethnicity, gender, disability, cultural background, and socioeconomic class.

**Specific skills and qualifications include:**

***Administrative Support and Communications***

- At least two years of office administrative experience (through employment and/or internships).
- At least two years of customer service experience (through employment and/or internships) and commitment to providing responsive, respectful, and helpful customer service.
- Organized, detail-oriented, and thorough.
- Proven independent time management and project management skills.
- Thrives in a collaborative environment; works well in small groups.
- Excellent internal and external communication skills in English.

***Public Humanities and Grantmaking***

- Commitment to promoting diversity, equity, inclusion, and accessibility in all programs, projects, and communications
- A demonstrated interest in the humanities (history, cultural heritage, civic engagement, etc.).

***Technology***

- Willingness and ability to learn new technology skills and problem-solve.
- Proficiency with Microsoft Office Suite, Google Suite, and a Mac computer environment.
- Proficiency with and/or willingness and ability to learn with customer and/or grant management databases, such as Foundant or FileMaker.
- Proficiency with and/or willingness and ability to learn with digital project management tools, such as Monday.com.

***Education***

- Bachelor's degree (B.A.) or equivalent combination of education and experience.

**APPLICATION PROCESS:**

Please send resume and cover letter via email attachment by **Monday, August 12, 2024 at 11:59 pm EST** to Scott Raker, Associate Director of Operations, at [scott@rihumanities.org](mailto:scott@rihumanities.org), with the subject line: Grants & Humanities Initiatives Coordinator. No phone calls, please.