

Executive Director

The New Jersey Council for the Humanities (NJCH) seeks an Executive Director who will advance its mission to harness the power of the humanities to strengthen our pluralistic society. The Executive Director will oversee all aspects of programming, institutional operations, external relations, communications, and resource development and will be a partner to the Board in supporting NJCH's strategic vision. After several years of significant organizational transformation, NJCH is well positioned for continued success under new leadership.

Background. New Jersey Council for the Humanities envisions a New Jersey that delights in the state's diversity, asks difficult questions and appreciates complex answers, and finds joy and understanding in the humanities. NJCH does this work by fostering public programs and humanities experiences that deepen our understanding of ourselves and our world. NJCH is a grantmaker, program provider, partner, convener, and innovator.

Located in Trenton, NJCH works with statewide and community organizations to expand humanities audiences, especially in underserved communities. Established in 1972, NJCH is a state partner of the National Endowment for the Humanities (NEH) and a member of the Federation of State Humanities Councils. NJCH receives support from NEH and private sources. For more information, please visit our website: <http://www.njhumanities.org>.

The Position. As the chief executive, the Executive Director is the public face of NJCH. The Executive Director reports to the volunteer Board of 20–25 trustees, including up to five Governor-appointees, who reflect the social and geographic diversity of New Jersey. The Executive Director leads a team of five staff members and manages an annual budget of approximately \$1 million. The role requires leadership and management within the organization and statewide. The Executive Director is the principal spokesperson and lead advocate for NJCH and for the humanities.

The Executive director will be responsible for the following key areas:

Leadership and Management

- Partner with the Board to support NJCH's strategic vision and lead staff to develop, implement, and assess operational plans to achieve demonstrable results
- Ensure effective Board engagement, support regular communications, staff Board committees, and partner with the Board to develop appropriate policies and to recruit Board candidates
- Model effective performance; hire, develop, and evaluate staff to maximize their individual/team impact and to make the most of NJCH resources; and foster a collegial work environment
- Maintain a clear understanding of current and future financial resources needed to realize the mission; supervise preparation of the budget, financial reports, and audit; and oversee day-to-day operations and ensure that appropriate systems are in place, including accounting, risk management, human resources, legal compliance, and technology

Fundraising and Program

- In partnership with the Board, direct the development and implementation of a robust fundraising initiative to diversify revenue and raise funds from federal, state, and private sources; cultivate and steward strong relationships with public and private donors
- Supervise staff in creating and supporting meaningful public humanities programming and grantmaking; maintain substantive knowledge of NJCH's programs and services; and set high standards of quality and ensure the efficiency and effectiveness of programs

Advocacy and Outreach

- Act as principal spokesperson and advocate for humanities statewide, regionally, and nationally to generate enthusiasm and expand support
- Maintain productive relationships with federal, state, and private entities, including the National Endowment for the Humanities, the State of New Jersey, and public, educational, and cultural institutions, public officials, and leadership of the for-profit and nonprofit sectors
- Advance NJCH's mission by developing and maintaining effective relationships with diverse program partners and communities

The Candidate. The strongest candidate will be an effective and energetic advocate for the value of the humanities and their importance to a successful pluralistic society. The candidate will combine passion and vision for the public humanities with knowledge of the cultural nonprofit sector, including trends and best practices, and a commitment to working with community partners of diverse social, economic, and educational backgrounds. Frequent travel throughout New Jersey will be required.

Desired attributes include:

- Awareness and insight into the current direction of humanities scholarship, preferably exhibited by an advanced degree in a humanities field
- Enthusiasm for the mission of NJCH and a track record of cultivating partnerships and collaborating with diverse constituencies
- Excellent written and verbal communication skills, including experience as a public spokesperson and understanding of digital communications
- Success in creating, financing, managing, and evaluating programs that reach broad audiences
- Demonstrated ability to effectively manage staff and lead an organization, to oversee organizational budget and operations, and to work effectively with a volunteer board of directors
- An entrepreneurial instinct, with the ability to think strategically and analytically
- Excellent interpersonal skills

Compensation. Salary is commensurate with experience. NJCH offers a full benefits package and a collaborative work environment.

Evaluation. The Executive Committee of the Board evaluates the Executive Director.

Applications. NJCH promotes, values, and respects diversity. To apply: Please send a cover letter describing your interest and fit for the Executive Director position, a current resume, and a list of three references to careers@njhumanities.org. Review of applications will begin July 1 and continue until the position is filled.