

New Jersey Council for the Humanities

Join our small-but-growing, dynamic team! NJCH seeks a Grants and Partnerships Coordinator to support programmatic efforts in grantmaking and capacity building. We hope to bring on someone who is inspired by our shared purpose and enjoys working collaboratively with others, who is personable, detail-oriented, self-motivated, and has excellent interpersonal skills. We are committed to an inclusive workplace and actively seek to employ a diverse group of people who embody our organizational values. We welcome and encourage individuals of all backgrounds to apply!

Organization Overview

At the New Jersey Council for the Humanities (NJCH), the nonprofit partner of the National Endowment for the Humanities for the state of New Jersey, we explore, cultivate, and champion the public humanities in order to strengthen New Jersey's diverse community. How do we do this? By enabling public programs and humanities experiences that deepen our understanding of ourselves and our world. NJCH is a program provider, partner, grantor, convener, and innovator. We work with statewide and community organizations to bring exciting programming to the local level.

NJCH's mission, impact, and a listing of staff and board members can be found at <https://njhumanities.org>.

Job Summary

Under the direct supervision of the Director of Programs, this full-time, salaried position strengthens existing NJCH partnerships and cultivates opportunities for new ones by providing key administrative and logistical support to our grantee and awardee community. Depending on the amount of relevant experience, this position may be hired at a junior or mid-career level, and there are opportunities for growth in the coming years in a growing programs department at NJCH. Days and hours of work are Monday through Friday with the option to work remotely three or four days a week. Tuesdays are a core onsite (working in the office) day at NJCH offices in Camden, NJ.

How You Will Contribute

NJCH's programmatic work has been growing and diversifying in the past several years. The Grants and Partnerships Coordinator will play a key role in managing the Council's existing programmatic offerings, working closely with current grantees and program partners to ensure that their needs are met, and communicating with NJCH staff about the work of grantees and partners. This staff member will regularly represent NJCH at meetings and conferences, attend council-supported programs, and work with other staff to develop new programs that ensure that NJCH fulfills its mission to provide vibrant and thoughtful humanities opportunities to the people of New Jersey.

The Grants and Partnerships Coordinator must appreciate the value of the humanities in community life and its relevance to the various publics they address (such as scholars, museum and library professionals, and social service providers).

A Successful Candidate Will Show:

- Commitment to the mission, values, goals, and programs of the New Jersey Council for the Humanities and a sincere interest in working with nonprofits and communities around NJ to bring the public humanities into new spaces.
- Experience in program management and implementation, in humanities programs directly or in a related field. Program development experience is a plus.
- Familiarity with expanding access to funding and services for communities that have previously been unserved or underserved, particularly in but not limited to the humanities.
- Strong organizational skills and command of details for tracking multiple programs with different reporting requirements.

- Demonstrated team orientation with the ability to collaborate and achieve actionable results with others. High degree of integrity and diplomacy.
- Proven ability to work independently and proactively address issues; ability to serve as a key administrative resource, including the ability to research inquiries and provide accurate and timely responses.
- Creative mindset for thinking through problems and researching opportunities.
- Previous experience (whether educational, personal, or professional) in the humanities.

AAP/EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities will depend on the experience and may change from time to time based on business and organizational needs.

Travel

Some in-state travel is expected for this position, as are occasional evening and weekend hours.

Supervisory Responsibility

This position has no supervisory responsibilities.

Compensation and Benefits

This position is full-time, exempt, and 35 hours per week. This position may be hired at one of the levels below, depending on the relevant experience of the applicant.

- 3-5 years relevant experience; salary \$55,000-\$60,000
- 5+ years relevant experience; \$65,000-\$75,000

The position also includes benefits (health, dental, and disability insurance), generous paid time off and sick time, and a 403B retirement account. NJCH offers schedule flexibility and remote work opportunities. COVID-19 vaccination or a medical or religious exception is required for work on the Rutgers Camden campus.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and enthusiastic team, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion as stated above, we are an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply: Please submit a cover letter and resume to careers@njhumanities.org. We will begin considering applications in mid-June and hope to have the new staff member on board in this position in August.