

Colorado Humanities Associate Director

Colorado Humanities (CH) is a 501(c)(3) nonprofit organization, one of 56 humanities councils affiliated with the National Endowment for the Humanities. Colorado Humanities' mission is to inspire the exploration of ideas and appreciation of our diverse cultural heritage, and to encourage a love of reading and books among people of all ages. CH seeks to foster relationships and partnerships to improve education, strengthen cultural institutions, and enrich community life. CH programs are inclusive in both content and outreach, serving diverse Colorado communities. A wide range of community partnerships statewide aid the development of programs suited to the needs and desires of communities. CH employs a strong program evaluation process and conducts regular self-assessments, environmental scans, and strategic planning. Colorado Humanities has 20-member board of directors and a staff of 12.

The Colorado Humanities Associate Director is a key position that assumes leadership responsibilities for the Executive Director in his/her absence. The Associate Director reports to the Executive Director and works closely with him/her within the organization's mission to plan and execute long-term strategies and meet annual goals and objectives. The ideal candidate for the position will have demonstrated significant experience in several areas of responsibility listed here, and a willingness to develop knowledge and skills in other areas over the first 12 months of employment.

The Associate Director has both internal and external facing responsibilities in the areas of administration, strategic planning, program development, fundraising, and marketing. Specific areas are reprioritized as needed.

Statewide travel, occasional out-of-state travel, and attendance at occasional weekend and evening events are required. The Associate Director is a full-time, exempt position.

Associate Director Duties and Responsibilities

Administration and Management

- Coordinate aspects of human resource management including policy development and performance reviews. Participate in selection and evaluation of contractors.
- Develop or oversee development of budgets for programs and administrative projects. Manage selected budgets.
- Coordinate staff teams. Contribute to the identification of outside advisors or other resource persons.
- Foster the use of appropriate technologies to improve work quality and efficiency.

Planning and Organizational Development

- Work with Executive Director, staff and board members to assess, develop, and execute strategic plans.
- Participate in development of fundraising strategies and plans, and grant proposal development. Participate in meetings with existing and prospective funders. May oversee some fundraising efforts.
- Develop collaborative relationships with staff, advisors, service providers, community organizations and others.
- Contribute to program planning and evaluation efforts. Collaborate with leadership and other staff on evaluation strategies and instruments.
- Develop or oversee development of progress and outcomes reports for programs and fundraising.

Communications and Public Relations

- Participate in program and organizational marketing planning and assessment.
- Represent CH and its work to a range of organizations, institutions and individuals statewide.
- When called upon, serve as a spokesperson for the organization and its programs.

Perform other duties as assigned.

Qualifications

Required

- Advanced degree in a humanities discipline or related field.
- Passion for and ability to describe the value and usefulness of the humanities in public life.
- Two or more years of experience in at least two areas of organizational management (planning, fundraising, budget management, program development and evaluation, governance, marketing).
- Strong organizational and administrative skills.
- Strong writing, verbal and interpersonal communication skills.
- High degree of competency in the latest office and communications technologies and media.
- Strong small group management skills.
- Demonstrated experience building partnerships and working in collaborative arrangements.
- Licensed driver and able to travel.

Desirable

- Deep knowledge of Colorado's people, places and institutions.
- Established professional network within Colorado.
- Fluent in language(s) in common use in Colorado, in addition to English.

- Able to lift 25 lbs.

Salary range: \$75,000-\$85,000. Paid holidays and leave time. Health and retirement benefits. Flexible scheduling including some remote work is available.

Colorado Humanities has provided a compensation range that represents its good faith estimate of the pay for the position at the time of posting. Colorado Humanities may ultimately pay more or less than the posted compensation range. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate and budget availability.

Colorado Humanities is an equal opportunity employer and complies with all Federal and Colorado laws regarding non-discrimination. Applications accepted until November 27, 2023. To apply, send a letter of interest, resume, and contact information for three references to hr@coloradohumanities.org. No calls please.