



100 West 10th St., Suite 509
Wilmington, DE 19801

*Delaware Humanities
Executive Director Position Profile
November 2017*

Who We Are

Delaware Humanities is Delaware's independent, nonprofit affiliate of the National Endowment for the Humanities. Founded in 1973, Delaware Humanities provides educational and cultural opportunities to Delawareans through original programming and grants for non-profit organizations. Delaware Humanities helps Delawareans gain a deeper understanding of human identity, intellectual achievement, diverse cultures, and our shared heritage.

Our Role in Delaware

Delaware Humanities provides educational and cultural outreach and funding opportunities to bring Delawareans together. We connect cultural, educational, and civic institutions statewide to provide public events that enhance our understanding of who we are, where we've been, and where we are going as individuals, communities, and citizens of Delaware.

The Opportunity

As chief officer of Delaware Humanities, the Executive Director is the public face of the Delaware Humanities Council.

The Executive Director is an effective advocate for advancing the mission of Delaware Humanities with the public; schools, colleges and universities; public officials and lawmakers; and prospective agency partners, funders and donors and with the leadership of other not-for-profit organizations and independent foundations.

The Executive Director manages all personnel, programs, public relations, official records, finances, fund raising and government relations at both the federal and state levels. The Executive Director carries out decisions of the Council and administers the daily operation of the organization.

In partnership with the Council and office team, the Executive Director develops and implements an overall strategic direction and is accountable to the Council for delivering tangible results in line with the strategic plan.

Because the future of federal funding for the Humanities is uncertain, private funding will become more important. The Executive Director will have a demonstrated record of successful fund raising and securing grants.

Management

- Hires, evaluates, promotes, terminates, and mentors Delaware Humanities professional team. Oversees team productivity, ensuring that work objectives and deadlines are met. Adheres to Delaware Humanities personnel policies.
- Drafts an annual budget with the fiscal officer for approval by the Council. Submits financial reports to the Council regularly. Maintains a clear understanding of current and future financial resources necessary for realizing the mission of Delaware Humanities. Ensures that a clear and accurate accounting system is maintained.
- Reports to a 24-member Council. Manages all relations with the Council. Oversees all Council recommendations for program activities and operating improvements. Works with the Council Chair, the Executive Committee, and committee chairs to develop meeting agendas, noting progress on new and current programs and committee work.
- Assists in recruiting and outreach to prospective candidates for Council membership, according to Delaware Humanities bylaws and guidelines.

Communications

- Maintains a clear and articulate vision of the value of the public humanities on the local, state, and national level. Serves as point person for all communications with the media.
- In partnership with the Communications officer, oversees all communications before dissemination. Drafts remarks and comments for Council members, as needed. Posts editorials and other communications that enhance the reputation of Delaware Humanities.
- Maintains communication with Delaware's Governor and Congressional delegation and keeps the Council informed of new developments in funding from the National Endowment for the Humanities.
- Maintains close communications with the National Endowment for the Humanities and the Federation of State Humanities Councils. Oversees writing of all final reports for all NEH-funded programs.
- Plans agendas and prepares materials for annual "Humanities on the Hill" visits to Delaware's Congressional delegation.

Programming

- Keeps Council informed about budgets and costs of ongoing programs. Maintains all communications with current and potential program sponsors, partners, and funders. Negotiates contracts with major presenters and vendors.
- Promotes Delaware Humanities as a program developer, program partner, and grant-awarding organization for individuals, agencies, and organizations.
- Counsels prospective grantees on the viability of proposals.

Fund Raising

- Oversees outreach to potential program funders, including drafting proposals to corporate partners and foundations for program support. Maintains communications with individual donors.
- With the Council and office team, develops and oversees ongoing fund-raising efforts on a variety of fronts.

Strategic Planning

- With the Council drafts a strategic plan and keeps the Council informed about progress on the plan, fine-tuning or redrafting the plan as needed.
- Oversees drafting the five-year NEH Self-Assessment of the Council (2018) and directs writing of the interim-assessment (June 2020).

Supplemental Information

- The current Executive Director is retiring but will be available for a transition period.
- The position requires a degree in a humanities discipline (Minimum M.A. or equivalent) and a record of accomplishment related to the humanities or in an institution where humanities are a central discipline.
- The position offers a competitive salary commensurate with experience. Benefits include health insurance, dental and eye-care plans, life insurance, sick and vacation leave, pension matching, reimbursed education benefit up to \$1400 annually in applicable field.
- Delaware Humanities is an Equal Opportunity Employer and actively seeks a pool of diverse candidates. Women, ethnic/racial minorities, LGBT people, people with disabilities, veterans, and members of other underrepresented groups are encouraged to apply.

Nominations, expressions of interest, and applications, including a cover letter and CV, should be submitted via email to searchcommittee@dhf.org. Recruitment will continue until the position is filled.