

ARIZONA HUMANITIES

PROGRAMS MANAGER

JOB DESCRIPTION

The Programs Manager is responsible for the development and implementation of programs and events that explore the human experience, promote cultural literacy and civil discourse. Responsibilities include strategic planning, marketing, budgeting, reporting, and compliance. This senior manager works closely with the Executive Director, staff, and board pursuant to AH's mission to advance the public humanities. The position reports directly to the Executive Director.

PROGRAM MANAGEMENT

- Develop and administer programs that enhance the relevance, visibility, and impact of the humanities.
- Foster and maintain communications to ensure that AH's programs and events reflect the demographic diversity of Arizona.
- Coordinate promotion and marketing of events and programs through AH website and social media platforms, including e-newsletter and print/publications.
- Provide training and oversight to staff, board, and volunteers on the implementation of programs and special events.

DEVELOPMENT AND FUNDRAISING

- Seek financial support for programs and events through grant writing, collaborations, and in-kind donations.
- Assist the Executive Director and board with the development of strategic partners/sponsors for programs and events.
- Track consumer interface for AH programs and events for prospective donors and sponsors.

FISCAL MANAGEMENT

- Manage/track program data for attendance, reach and quality control.
- Plan and administer the annual operating budget for programs. Ensure that programs comply with established NEH standards.
- Maintain and compile fiscal data and reports as needed for budgeting, audit and compliance.

PUBLIC RELATIONS AND ADVOCACY

- Liaise with the arts, education, museums, library, and philanthropic communities to develop strategic partnerships.
- Promote AH programs through community outreach and service on outside boards and committees.
- Assist with humanities advocacy locally and nationally to generate knowledge of and support for the humanities. Assist in developing advocacy materials.
- Track consumer interface to ensure equitable access to humanities programs and events.

GENERAL ADMINISTRATION

- Maintain programs data and prepare statistical reports for the Executive Director, board of directors, and National Endowment for the Humanities (NEH) as needed.
- Serve as liaison to designated board committees.
- Other tasks as assigned by the Executive Director.

SKILLS AND QUALIFICATIONS

- Knowledge of and commitment to the humanities. Culturally competent and ethical professional committed to honoring diverse experiences, cultures, and perspectives.
- Master's Degree in humanities discipline. Five years full time programs management experience in a nonprofit organization with supervision of professional and administrative staff.
- Outstanding interpersonal, written, and oral communication skills, including writing, editing, and proofreading. Bilingual a plus.
- Strong organization and time management skills. Ability to work independently and as an enthusiastic and supportive team member.
- Proficient with cloud applications (Microsoft Office 365), virtual media platforms (Zoom, WebEx), website interface (Squarespace, WordPress), and marketing (Constant Contact, Eventbrite).

SALARY AND BENEFITS

Benefits include health insurance, retirement plan, observance of federal holidays, and

paid time off. Salary range \$45-50K DOE. Arizona Humanities is committed to professionalism, equity, access, and inclusion. Please e-mail your cover letter and resume to Brenda Thomson, Executive Director at jobs@azhumanities.org Position open until filled.