



MHC Search Committee . PO Box 593. Carthage, MO 64836
EMAIL mhcsearch@att.net . WEB www.mohumanities.org

Position Description

Executive Director, Missouri Humanities Council

Title: Executive Director

Date: Effective May 15, 2010

Status: Exempt

Reports to: Chair of the Board of Directors. Serves at the pleasure of the Executive Committee of the Board.

Job Summary: Provides statewide vision and leadership, reflecting the MHC mission, to enable families and communities to broaden their appreciation of history, literature, and the ideas that shape our democracy; and to raise the standards of educational performance within the networks of humanities institutions and organizations in Missouri. The Executive Director assures an appropriate variety of programs, partnerships, and services to nurture such improvements and to attract public interest and support; and organizes staff, board, independent contractors, and volunteers for the fulfillment of the mission.

Duties and Responsibilities

- Communicates so as to motivate and inspire constituents. Statewide spokesperson and advocate for the best educational performance of families, schools, libraries, and heritage organizations. Primary contact for the Missouri Humanities Council to media, funders, prospects, supporters, constituents, and the community at-large.
- Represents MHC in relations with state, federal, local government entities and with the Federation of State Humanities Councils.
- Manages and guides Council planning including strategic, long-range, development and program.
- Creates conditions for constructive, engaged service by the Board.
- Collaboratively develops meeting and committee agendas.
- Serves as the ex-officio Secretary for the Board of Directors and maintains public records of Council meetings and various committee meetings.
- Collaboratively prepares and implements the annual budget and operates within the parameters set forth.
- Ensures effective fiscal management and regulatory compliance.
- Demonstrates good stewardship of the Council's human and physical assets and resources.
- Approves all legal agreements for the Council.
- Responsible for all employment decisions within the organization.
- Oversees and participates in fundraising activities, including cultivation and solicitation of donors.

Knowledge, Skills, and Abilities

- Excellent written and oral communication, presentation and interpersonal skills.
- Excellent organizational and leadership skills with a bility to plan, prioritize, coordinate, and manage multiple long and short-term projects simultaneously, meeting all related deadlines; ability to work and make decisions and solve problems effectively and creatively.
- Strong knowledge of principles of nonprofit management and governance.
- Familiarity with fundraising and nonprofit accounting.
- Skill in using a personal computer and various software packages ; proficiency in MS Office products preferred.
- Ability to work collaboratively with diverse volunteers, donors and staff—shares information readily; listens as well as gives advice; respects the abilities of others.
- Ability to travel throughout Missouri.

Credentials and Experience

- Preferred educational requirement is a Master's degree in a humanities or related discipline.
- Five plus years in nonprofit management or equivalent.
- Proven fund development experience.

Special Requirements: None.

Narrative Position Announcement: The purpose of the Missouri Humanities Council is to create an environment for widespread public access to profound and transformative learning experiences. The Council seeks an Executive Director with exceptional communication skills and educational vision to accomplish the following: involve local humanities institutions in a process of upgraded practices for the benefit of the public; enable families and communities to broaden their appreciation of history, literature, and the ideas that shape our democracy; and guide the development of programs and services to address the needs of family life, schools, libraries and history organizations. Founded in 1971, MHC is a non-profit organization with offices in St. Louis and a staff of seven in St. Louis along with networks of consultants and trainers who work locally. The annual budget is \$1.2 million. Principal funding comes from the National Endowment for the Humanities, with additional funding from the State of Missouri and private sources. A position description and qualifications are posted on the Council web site <http://www.mohumanities.org/about.htm>. The position begins May 15, 2010. The position will remain open until filled; however interested applicants are requested to submit a letter of introduction and resume by December 31, 2009 to: MHC Search Committee, P.O. Box 593, Carthage, MO 64836 or mhcsearch@att.net.