

DIRECTOR OF OPERATIONS HUMANITIES DC



Status: Full time - Exempt

Salary: \$80,000

Reports to: Executive Director

Location: Currently remote. Telework (2 times/week) available once office space is acquired

Deadline: Apply by February 25th for best consideration. Early applications encouraged.

ABOUT HUMANITIESDC

HumanitiesDC is the federally designated humanities council for Washington DC. Founded in 1980, HumanitiesDC aims to use the humanities as a tool to help all Washingtonians, and others connected to the District, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding. We work to amplify DC residents' voices primarily through grantmaking and programs that support the making, recording, and appreciation of all things related to our city's history, culture, and arts. We do this in partnership with other organizations, as well as local scholars, field experts, and citizen humanists.

HumanitiesDC is an independent nonprofit governed by a volunteer Board of Directors consisting of local civic, cultural, and business leaders and staffed by a team of nine. HumanitiesDC has a \$2.3M budget, largely derived from contributed sources including the National Endowment of the Humanities and local government.

Now in its fourth decade, HumanitiesDC has steered millions of dollars to the local community through grants and programs to achieve its mission. HumanitiesDC engages with numerous partners, including schools, museums, historic sites, civic associations, community centers, and independent scholars to ensure equitable access to all of DC's diverse communities. A sample of signature programs include:

Various grant programs, which amplify DC's diverse voices, perspectives, and stories, support scholarly programming, oral history, documentaries, curriculum development, youth empowerment, and more. Awards range from \$5,000 to \$30,000. In 2021, HumanitiesDC awarded \$1.2M in competitive grants to various humanities organizations and projects.

The DC Oral History Collaborative, an innovative partnership with the DC Public Library, preserves stories and memories of DC residents as communities change. HumanitiesDC equips residents with the training and financial resources they need to conduct and record high-quality interviews. Since 2016, over 200 recordings have been documented, a portion of which are archived in the DC Public Library's Washingtonian collection.

At HumanitiesDC, we strive to create a space that is welcoming, creative, energizing, respectful, and equitable for our team, partners, and participants. All programming aligns with the mission and values of the organization, is designed to reflect participating communities, is flexible enough to be responsive, and makes cultural connections wherever possible.

POSITION SUMMARY

The **Director of Operations** will lead HumanitiesDC's operational responsibilities and duties including areas like finance, human resources, policies and procedures, and daily administrative tasks in line with the organization's mission, strategic goals, and planned growth. They will work closely with the Executive Director, Board, and other Directors to design and implement long and short-term organizational strategies with a particular focus on building a stable internal structure for the rest of the organization to work from. They will supervise the external bookkeeper and co-supervise the Administrative Coordinator whose work will include daily financial tasks, budget management, audit preparation, and overall organizational support. Additionally, they will support the Board Executive and Finance committees responsible for engaging the Board of Directors in financial participation.

Additional responsibilities include supporting the rest of the HumanitiesDC team and organizational needs, including but not limited to helping shape the organization's culture, engaging in (and occasionally leading) cross-organizational projects and activities, building an external network of partners, and regularly participating in organizational events.

This is a full-time exempt position that will be based primarily at the HumanitiesDC office. The position requires a Monday through Friday schedule, with the ability to work and/or attend weekend and evening meetings.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Strategy, Vision, and Leadership

- Contribute to the development of HumanitiesDC's strategic goals and objectives as well as the overall management of the organization's work plan with the Director of Programming, Director of Development, and Executive Director;
- With the Executive Director, create and implement an annual operations strategy that actively furthers our vision, values, strategies, and growth goals;
- Advise Executive Director on areas of operations and organizational administration;
- Manage the organization's long-term/multi-year financial and operational goals;

Finance and Accounting

- With the Executive Director, plan and lead the annual budgeting process, with all staff input;
- Manage the full budget (including an Operations/Administrative Department annual budget) and work with the Director of Development to ensure accurate revenue estimates and projections are integrated into financial planning;
- Support the Executive Director and bookkeeper with financial planning, budgeting, cash flow, and all related bank/credit accounts;
- Manage financial communication with partners, including government invoicing systems;
- Guide the organization through the annual auditing process and act as the liaison to the auditor;
- Assist the Development and Program Departments in managing their respective budgets;
- Assist bookkeeper and Administrative Coordinator with management of organization's day-to-day finances, invoicing, etc.

Operations and Administration

- Upgrade and implement an appropriate system of policies, internal controls, and procedures around administrative and programmatic operations;

- Ensure that the organization is adhering to the strategic plan, delivering status reports with the Executive Director to the whole team, including the Board of Directors;
- Oversee digital systems and accounts, including Microsoft Office Suite, Teams, and Sharepoint;
- Oversee external IT support and internal IT needs and issues;
- Coordinate the creation of quarterly organizational work plans in line with the strategic plan;
- Monitor the status of all required filings and registrations and ensure the organization is up to date.

Board Relations

- Serve as a liaison to the board, effectively communicate and present critical financial, operational, and other relevant matters at select board of directors and committee meetings;
- With the Executive Director and Administrative Coordinator, organize the Board of Directors' bi-monthly meetings and annual retreat;
- Support the Board of Directors and their annual work plan with particular focus on financial and team development goals;
- Work closely with the Executive Committee, Treasurer, Financial Committee, and Executive Director to support the work of the overall Board.

Team Development

- Assist the Executive Director with Human Resources policies, processes, and procedures;
- Continually deepen area and general expertise for self and work to share knowledge and develop skills of others across the organization;
- Through examples, training, and team-based activities, promote a culture of support, high performance, and continuous growth that values learning and a commitment to collaboration and quality;
- Establish and monitor operational staff objectives, performance, and growth goals.

Representation, Networking, Communications and Collaboration

- Maintain good working relationships with team members, outside partners, and funders;
- Liaise with outside partners, government entities to identify best practices in regard to organizational operations;
- Represent HumanitiesDC externally, as necessary.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

EXPERIENCE, SKILLS AND QUALITIES

- No less than five years of nonprofit management experience, or combination of management and educational experience, in the areas of finance, administration, and board and leadership support;
- Deep personal or professional connection to Washington, DC
- Passionate about HumanitiesDC's mission, as demonstrated through a personal or professional connection to the humanities.

- Proven record of success advancing operational management within a growing organization;
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- Strong understanding of business functions (HR, finance, etc.);
- Knowledge of fiscal planning, budgeting, and reporting;
- Knowledge of relevant laws and regulations;
- Skilled with technology. Proficient with Quickbooks, Microsoft Office Suite, Sharepoint, Teams, and grants management software;
- Strong experience supporting and mentoring a team with diverse levels and areas of expertise;
- Highly focused and able to work independently while managing multiple tasks and projects with competing priorities and deadlines;
- Exceptional written, oral, and presentational communication skills;
- Extremely organized, detail-oriented, and experienced with establishing new systems, processes, and policies;
- Strong interpersonal and active listening skills with the ability to effectively interface with senior management, board of directors, and staff;
- Self-reliant with strong problem-solving and conflict resolution skills;
- Experience working in diverse settings, on community-based initiatives, and directly with community members;
- Ability to document and articulate organizations' work and needs to a diverse audience;
- Proficiency in Quickbooks, Microsoft Office Suite, Sharepoint, Teams, EGMS;
- Conversational Spanish preferred.

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. Compensation for this role has been budgeted at \$80,000 and is non-negotiable. HDC offers a generous benefits package that includes health, dental, vision, life insurance, retirement, and paid leave.

APPLICATION PROCESS

Good Insight, a national nonprofit executive search firm headquartered in Washington, DC, is assisting with this search. Visit www.good-insight.org/careers to upload application materials. Confidential references and inquiries about the role may be directed to Kessa Thompson at HumanitiesDC@good-insight.org.

For best consideration, applications should be received by February 25, 2022. Interested applicants should submit a resume and a cover letter that describe their interest in and qualifications for this role, emphasizing their leadership experiences. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search.

BACKGROUND AND REFERENCE CHECKS

Finalist(s) for this position will be required to consent to a pre-employment background and reference checks as a condition of employment.

WORKING CONDITIONS

HDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to

talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that they are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

EQUAL OPPORTUNITY EMPLOYER

HDC has a strong commitment to diversity, equity, and inclusion and strongly encourages applications from candidates who identify as Black, Latino/a/x, or other people of color. Employment decisions are based upon one's qualifications and capabilities to perform essential functions of a particular job. All opportunities are provided without regard to race, religion, gender, sexual identity, family status, pregnancy-related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

Contact Kessa Thompson (kessa@good-insight.org) to request reasonable accommodation for this application process.