

JOB DESCRIPTION

Job Title: Executive Director

Reports To: Executive Committee, Board of Directors

The Executive Director is the Chief Executive Officer of the Council. Responsibilities include: management of all programs, records, finances, accountability, personnel, and carrying out the decisions of an informed Board with emphasis on fund raising, marketing, and public relations.

Essential Job Performance Requirements:

GENERAL MANAGEMENT & OPERATIONS

1. Maintains and develops staff by:

Supervising all personnel. This includes hiring, promoting, demoting, disciplining, counseling, coaching, appraising job results, and terminating as well as providing educational and experiential growth opportunities and morale-maintaining considerations.

Results required: Stable, productive staff capable of meeting performance standards. Clear, results-oriented job descriptions. Productive appraisal review procedures.

2. Maintains organization's operations by:

Formulating and enforcing program, operational, procurement and personnel policies and procedures.

Results required: KHC has appropriate and viable procedures and policies to guide personnel decisions, procurement of goods and services, management of the office, and governance by the Board of Directors.

3. Keeps Board informed and engaged by:

Collecting, analyzing, summarizing information and trends on a regular basis; being accessible for answering questions and requests, reporting throughout the year on Council activities with weekly/ monthly reports, and through regularly scheduled committee meetings.

Results required: Board is aware of Federation of State Humanities Council and NEH activities; trends affecting non-profit organizations; statewide trends; KHC participation in all of the above.

4. Prepares for Board Meetings by:

Developing meeting and committee agendas (in consultation with Chair and Committee Chairs) and reports, or assigning the writing of reports by other staff, and developing other materials requested by the Board.

Results required: Board members and staff are fully informed in advance of business meetings.

5. Maintains professional and technical knowledge by:

Attending Federation meetings, regional meetings, reviewing publications, establishing personal networks, and participating in opportunities for professional development.

Results required: Director and staff are informed about new developments in nonprofit general, fiscal, and program management, state humanities councils, etc.

FISCAL & LEGAL

6. Maintains stability and reputation of organization by:

Complying with all federal and state legal requirements including independent audit, trademarks, copyrights, insurances, and federal/state employment and compensation laws.

Results required: KHC is in compliance with local, state, and federal laws. Passes audit of regulations dictated by OMB circular A133.

7. Maintains public records of Council meetings and various committee meetings by:
Writing or supervising the writing of all Council meetings and committee meetings.

Results required: Accurate, complete records of decisions available.

8. Approves legal agreements by:
Reviewing and signing all legal contracts entered into by the KHC including grant contracts, office lease, program agreements, insurance contracts, contract with vendors.

Results required: KHC only enters into legal agreements that have been thoroughly reviewed by the appropriate authorities/experts and are in compliance with state and federal regulations, including KHC's procurement policies and OMB Circular A133.

9. Plans for and protects financial resources by:
Budgeting and controlling expenses; researching and managing investment opportunities for short-term non-federal funds.

Results required: Operates within the annual budget and generates the highest possible total return on investment of non-federal funds in KHC's short-term investments.

10. Develops annual budget by:
Reviewing projected income both long and short term, analyzing all costs, and preparing financial plan for review by Finance/Audit Committee, Executive Committee, and Board.

Results required: Annual budget that is realistic, effective in use of resources to meet the needs of the Council in carrying out its mission, and meets the Board's approval in all categories of expenditure.

BOARD DEVELOPMENT

11. Implements directives of Nominating and Bylaws Committee by:
Interviewing candidates suggested by Board members and outside nominations, coordinating new member orientations and continuing education for all members.

Results required: Board has viable list of candidates that meets the needs of the Council.

12. Fulfills federal mandate regarding gubernatorial appointees and KHC objectives by:
Maintaining a relationship with the Governor's appointments staff and offering a list of criteria that meet the KHC's concerns about Board membership.

Results required: Gubernatorial appointees to the Board satisfy membership needs; appointments are made in a timely manner whenever possible.

PROGRAM MANAGEMENT AND STRATEGIC PLANNING

13. Contributes to KHC Board's planning by:
Identifying short-term and long-range strategic issues; providing information for assessment of Council activities; providing pertinent information and commentary to the Board's deliberations, recommending options and courses of action.

Results required: Board members have the tools and the information necessary to engage in effective strategic planning.

14. Oversees management of all Council programs by:

Directing resources for and staff tasks involved in producing successful programs including but not limited to Kentucky Chautauqua, Chautauqua in the Schools, Speakers Bureau, *Kentucky Humanities* magazine, Prime Time Family Reading Time, and Smithsonian traveling exhibits. Management occasionally may include the Council's serving as fiscal agent for humanities programs developed by other partner organizations.

Results required: quality programs are maintained and operated with fiscal and programmatic integrity.

15. Directs Kentucky Chautauqua by:

Recruiting presenters and sponsors; establishing selection procedures; coordinating evaluation; maintaining contracts; overseeing publications, public relations, coordinator and audience evaluation; designing and implementing Chautauqua in Schools teacher training.

Results required: Kentucky Chautauqua fulfills outreach objectives and program standards.

16. Oversees management of the Speakers Bureau by:

Authorizing or reauthorizing policies and procedures; overseeing budget; overseeing recruitment of speakers; reviewing copy of catalog.

Results required: Speakers Bureau is positioned to fulfill outreach goals.

17. Oversee production of *Kentucky Humanities* magazine by:

Supporting editor with recruitment of authors, contributors, and occasional writing as needed; expanding readership; serving as additional editor; and obtaining advertising.

Results required: *Kentucky Humanities* is a quality publication, distributed widely.

18. Oversees Grants Program by:

Issuing grant contracts for programs that meet the requirement for federal funding.

Results required: KHC runs a competitive, fair, and open grants program that is positioned to fulfill outreach objectives and program standards.

19. Addresses needs for new or expanded projects and initiatives identified in Board's strategic planning by:

Designing, or coordinating Board and staff involvement in designing, identifying opportunities, and recommending new or expanded projects and initiatives to the Board through the Planning and Evaluation Committee.

Results required: Board planning for programs results in concrete solutions that meet needs of the larger community and the mission of KHC.

DEVELOPMENT AND PUBLIC RELATIONS, MARKETING

20. Obtains funds from the National Endowment for the Humanities by:

Writing and overseeing the creation of reports and proposals required by the Endowment including budgets.

Results required: KHC receives full funding from NEH as defined by the current formula.

21. Supports Federation of State Humanities Councils' efforts to benefit councils legislatively by:

Lobbying Members of Congress, organizing efforts by the Board and community representatives.

Results required: Kentucky delegation is fully informed of Federation's positions of federal legislation affecting state humanities councils and the extent of broad support for KHC.

22. Obtains private funds by:
Working with Development committee to recommend annual and long-term fund raising goals and strategies for achieving those goals.

Results required: a detailed annual plan and analysis of returns.
23. Manages the solicitation of funds and pledges from major or regional donors to endowments and specific programs (Chautauqua, Prime Time) by:
Writing compelling requests, coordinating personal visits to prospects; assigning responsibility for personal solicitation to Board, volunteers, and staff.

Results required: in accordance with the financial plan and fund raising goals, a number of fund raising calls are made to achieve the goals.
24. Manages the solicitation of funds from individual donors through annual campaign by:
Writing and/or editing requests letters, coordinating direct mail annual campaigns with a renewal program and special events.

Results required: successful annual campaign with analysis of returns and strategies.
25. Manages the solicitation of funds from foundations and corporations by:
Writing and/or editing proposals; coordinating Board members and volunteers to make personal calls on decision-makers.

Results required: research on potential supporters should be updated annually; current supporters will be retained and their contributions increased; new supporters will be gained.
26. Identifies new sources of private funds by:
Examining past records; researching support given to other organizations; identifying grant agencies and foundations; working with Board to expand donor list; establishing personal networks.

Results required: Expansion of donor base in all categories; development of a list of prospects that meet the test of linkage to the organization, ability to contribute to and invest in the organization.
27. Manages communication and public relations with donors in all categories by:
Writing status reports needed by state, federal, or private funders; managing donor appreciation.

Results required: Accurate and timely reporting to all funders; retention of donors' support.
28. Promotes positive public image of KHC by:
Working with the Board to develop a public relations plan; speaking to the news media; speaking before organizations; directing overall print and electronic publications and public relations materials including DVDs and web presentations.

Results required: Increased public awareness of KHC as an agency of significant accomplishments.
29. Represents KHC in relations with state, federal, local government and with the Federation of State Humanities Councils by:
Communicating with all pertinent officials; attending business meetings of the Federation and meetings called by NEH, apprising the Kentucky Governor's office of the need for gubernatorial appointees; attending cabinet meetings of the Tourism, Arts, and Heritage Cabinet.

Results required: High profile for KHC. Positive relationships with key officials.
30. Expanding markets for Council programs and publications by:
Developing with Board advice, a marketing plan and implementing that plan.

Results required: Implementing marketing plan, including regularly updated publicity kits, to expand current level of sales of Chautauqua and Speakers Bureau programs with analysis of results.

31. Maintains KHC's credibility in the nonprofit sector by:
Sustaining positive relations with community and cultural organizations.

Results required: Collaboration with other organizations in order to advance KHC's objectives and make use of scarce resources.

32. Maintains and promotes partnership with state commissions and agencies by:
Serving as the Council's representative to the Kentucky War of 1812 Bicentennial Commission and the Kentucky Civil War Sesquicentennial Commission, and the principal contact with the Commissioner of the Kentucky Department for Libraries and Archives.

Results required: The Council is recognized as a partner and leader in the state's educational and cultural activities.