

POSITION: Associate Director
SUPERVISOR: Executive Director
FLSA Status: Exempt

The Associate Director is a senior leadership position for the Maine Humanities Council, providing strategic direction and oversight for the development and implementation of statewide activities in support of the Council's mission. The Associate Director is the staff lead for advancing the Council's diversity, equity, and inclusion priorities. Supervisory duties include oversight and direct supervision of the Council's program staff. In partnership with the Executive Director, the Associate Director works to support the strategic planning, budgeting, fundraising, and administrative functions of the Council.

Core Responsibilities

- Leads the MHC's efforts on diversity, equity, and inclusion, coordinating with staff, board, and outside consultants.
- In accordance with the MHC mission and strategic plan, sets strategic vision and direction for program and grantmaking activities and initiatives.
- Oversees ongoing operation of MHC programs and grants, including regular program activities and special initiatives.
- Provides direct supervision and support for program staff members.
- Engages in ongoing community outreach and partnership building throughout the State of Maine in support of the Council's mission and work.

Additional Responsibilities

- Coordinates staff training and professional development opportunities, including support of mentorship relationships.
- Oversees and coordinates the functioning and mutual support of staff work teams.
- Interacts with the Board of Directors, including serving as primary staff contact for the Program Committee.

Key Skills and Traits

- Passionate belief in the power of the humanities to create connection, foster agency, and inspire increased civic engagement.
- Demonstrated commitment to collaboration, curiosity, honesty, and directness.
- Superior ability to think logically in order to troubleshoot, analyze situations, and make sound decisions.
- Ability to develop and implement long-range plans.
- Strong organizational and project management skills.
- Flexibility and a creative, collaborative approach to problem-solving.

- Proven ability to interact and communicate with a variety of people, on a one-on-one basis and in meetings and group presentations, as well as through phone, e-mail, and written reports and correspondence.
- Superior ability to make independent decisions, delegate responsibility and duties, and incorporate key inputs into daily activities.
- Ability to effectively network for MHC.
- Deep commitment to serving the people of Maine.
- Proficient computer skills, including Microsoft Office, Google Apps, email, etc.

Required Experience

- Seven years relevant experience with a proven track record of success; previous leadership experience required.
- Experience in planning and implementing multifaceted programs, a demonstrated leadership record, creativity, and evidence of strong community relationship building are essential.

Regular statewide throughout the year and occasional national travel is required. Occasional evening and weekend work is required.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.