

Overview:

One of 55 state and territorial humanities councils that serve as local affiliates of the National Endowment for the Humanities, Mass Humanities creates opportunities for the people of the Commonwealth to transform their lives and build a more equitable community through the humanities. Mass Humanities is a private 501c3 foundation with an operating budget of \$2.4 million that supports more than 200 non-profits each year through grant making and signature programs including Reading Frederick Douglass Together and the Clemente Course in the Humanities. Based in Northampton, MA, and committed to serving communities in every corner of the state, we partner with institutions ranging from museums and libraries to community colleges and human services centers.

Position:

Mass Humanities seeks an experienced professional to lead the organization's administrative operations. As a thought partner to the Executive Director, the Director of Administration will create and implement the architecture necessary for our small team of staff to meet the goals established in our new strategic plan. The ideal candidate is systems-oriented, people-friendly, and deeply committed to strengthening our democracy through civic engagement, education, and the creative genius of Massachusetts and its people.

Mass Humanities believes in promoting an equitable and inclusive society that recognizes all people's perspectives, especially those who have been marginalized and underrepresented. In 2021, the organization will implement a new, three-year strategic plan to grow the resources and visibility of the humanities in Massachusetts, culminating in 2024, when the organization will celebrate its 50th anniversary. The Director of Administration will play a pivotal role in building the workplace culture, operational systems, and financial transparency to sustain and evolve the leading organization for the humanities in the commonwealth.

Key Roles for Director of Administration

The Director of Administration will report to and work collaboratively with the Executive Director to manage all internal operations, including Human Resource management, staff professional development, budget and finance, databases, facilities, and internal communications. Successful candidates will have experience in most or all of these areas, with an emphasis on problem solving and supporting a thriving staff culture. Specific duties will include the following:

Internal systems administration

- Use best practices to develop and improve internal systems, including databases for donor and grants management.
- Ensure effective internal communications between departments and initiatives, including managing calendars.

Human Resources Administration

- Identify, develop, implement, and communicate appropriate policies and procedures and to assess potential risks.

- Improve and enhance current human resources processes including professional development of staff, performance evaluation process, benefits administration, open enrollment, training, and recruiting.
- Strive to enhance corporate culture related to diversity, equity and inclusion.

Fiscal management

- Manage vendor agreements and relationships with third-party (independent) contractors to ensure delivery of services; approve related invoices and payments in accordance with fiscal policy.
- Manage compliance and reporting related to state and federal program funding.
- Partner with the Executive Director to develop financial plans and budgets; monitor and report on progress and changes; administer all finance-related policies and internal control responsibilities.
- Supervise part-time Fiscal Officer.

Working Arrangements

Mass Humanities headquarters is based in Northampton, Massachusetts and the other members of the team are based in that office. As a result of COVID-19, Mass Humanities has been working remotely and will continue that until mid-summer 2021, although staff do have the option of working from the office upon request. Moving forward, Mass Humanities expects to develop a hybrid work structure that allows staff to work remotely a few days a week with regular in-person meetings at locations around the state.

Desired Qualifications

1. Bachelor's degree; advanced degree in a relevant field required or CPA preferred .
2. 7 to 10 years of overall professional experience; 5+ years of broad financial and operations management experience a plus.
3. Ability to develop and implement complex projects, preferably within a non-profit organization or philanthropic institution.
4. Experience growing strong HR and organizational structures and systems, including training programs that maximize individual and organizational goals across the organization.
5. Prior relevant experience selecting and overseeing software implementations and managing relationships with software vendors; solid knowledge of accounting and reporting software
6. Excellent communication and relationship building skills with a proven ability to present material in an understandable manner.
Strong ability to multitask, prioritize, negotiate, and work with a variety of internal and external stakeholders. proven ability to work effectively across multiple roles with diverse groups of people
7. Excellent computer skills including Excel required. ; experience with Raiser's Edge or other donor or sales software required
8. Track record of supporting organizational development and maintaining a culture of diversity, equity, and inclusion
9. Ability to work on multiple projects successfully and tolerance for work under pressure.
10. Diplomatic, problem solving, meeting facilitation, negotiation, and conflict resolution skills
11. Personal qualities of integrity, credibility, and dedication to the mission of Mass Humanities.
12. Bilingual (Spanish) a plus.

Compensation

Salary range: \$80,000-\$90,000/yr

Mass Humanities offers generous benefits to include fully paid individual health insurance, life and disability insurance, retirement contribution, as well as vacation, personal and sick leave. Mass Humanities is an Equal Opportunity Employer. Diverse applicants from across Massachusetts are encouraged to apply. Position is temporarily remote; Mass Humanities is open to a hybrid work structure with regularly scheduled in-person meetings and off-site combinations for the right candidate.

How to Apply

Interested applicants should send an application that includes a resume and cover letter to: jobs@masshumanities.org. Please include "DOA Position - [your name]" in the subject of your email. Cover letters can be addressed to: Brian Boyles, Executive Director, Mass Humanities, 66 Bridge Street, Northampton, MA 01060. No phone calls please

Mass Humanities Careers

Mass Humanities is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Mass Humanities' work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by laws of Massachusetts.