

Humanities West Executive Director

Serving the Bay Area since 1983, Humanities West explores history and celebrates the arts through time and across the globe, bringing you illuminating lectures and dynamic performances that focus on the people, places, and events that have shaped, and still inform, modern cultures. Humanities West is the only independent non-profit offering humanities and arts programs of this scale. IRC §501(c)(3) public benefit non-profit organization, FEIN #68-0011404.

Reporting to the Board of Directors, the Executive Director is responsible for leadership of Humanities West as its chief executive officer: program execution, funding, direction, and administration.

Program Development and Execution

- Plan and execute program topic ideas that have been adopted by the board of directors: Develop, coordinate, market, and present weekend programs, as well as single-day programs such as salons and special programs, beginning two years out;
- Supervise, steward, and seek advice of Humanities West Advisory Council;
- Turn broad program ideas into detailed operational plans, working with scholars, performers, and academics, etc., to articulate themes and retain lecturers and performers;
- Contract with lecturers, performers, partners, ticket services; theatres and other venues;
- Convey expectations and deadlines; require materials for brochures, programs, publicity;
- Write text copy and supervise production of websites, brochures, postcards, programs, slide shows, introductory music, etc.; supervise publicity;
- Supervise marketing activities, to include analyses, social media and e-news;
- Organize teacher workshops and ticketing for ORIAS partnership at UC Berkeley;
- Support lecturers with hotel arrangements, etc.; pay presenters and reimburse travel;
- Maintain detailed income/cost accounting for each program approved by the board;
- Be the public face of Humanities West on stage, in the communities, and to partners.

Funding

- Coordinate UC Berkeley Centers (ORIAS) and Stanford Humanities Center partnerships;
- Work with foundations, corporations and major donors in solicitation of major gifts;
- Solicit donations and provide stewardship of board of directors and individual donors;
- Maintain Cultural Data Project and other databases needed for grant application;
- Support the donor community with acknowledgements, newsletters, and special events;
- Write foundation, city, and corporate giving proposals and grant applications;
- Provide reports to supporting organizations and compliance on grants.

Direction and Administration

- Supervise staff; conduct annual performance reviews; set salaries and goals;
- Supervise interns and volunteers;
- Provide agendas, board and committee materials, periodic directors reports, market analyses, and sales and survey summaries;
- Prepare, manage, and control expense budget; provide reports; negotiate office space;
- Work with the chairman, CFO, vice-chairs, executive committee, and staff to ensure smooth operations, keeping the board apprised of all activities and issues;
- Sustain ongoing strategic planning;
- Develop long-range funding and other plans;
- Participate in the selection of Board and Advisory Council members.