

Position title: **Community Engagement Officer**

Position type: **Full-Time (40 hours/week; non-exempt)**

Reports to: **Director of Grants and Public Programs**

Term: **18 months**

Location: **Remote, with travel throughout (West/Middle/East) Tennessee**

Start Date: **September 1 (flexible start date)**

Humanities Tennessee fosters community and civility in Tennessee through engaging programs that examine and reflect upon ideas, stories, history, arts, and culture. In addition to our own programming, we partner with a variety of organizations across the state who are similarly encouraging community dialogue and activities that push us to think deeper and develop mutual respect and understanding for each other.

We're looking for a Community Engagement Officer to join our team. The individual who takes on this position will play a lead role in ensuring that grant funds are distributed equitably, efficiently, and conveniently for grantees facing financial hardship in the context of the COVID-19 pandemic. This position will require remote work. Candidates from across Tennessee are encouraged to apply. Travel within regions will be required. We want to work with a collaborative, motivated, and creative individual who is eager to manage a Humanities COVID-19 Recovery Grant program. If your first response to challenges is "Yes, I can," then we want to talk to you!

We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us work toward our vision of a state that invites diverse perspectives, explores challenging questions, and strives for just communities.

Essential Responsibilities

Needs Assessment, Outreach, and Community Engagement

- Identify critical needs of the humanities sector related to pandemic recovery and develop a grantmaking program to meet those needs.
- Center the needs of organizations most affected by the pandemic, including those located in under-resourced communities, those led by and serving BIPOC populations, and additional nonprofits doing humanities projects.
- Organize grant workshops and present about grant opportunities in informational sessions.
- Develop mutually beneficial models of collaboration among grantees and HT's range of programs based on identified social, economic, and structural effects of the pandemic.
- Conduct robust outreach to prospective applicants and build relationships throughout the state.

Grants Administration and Support

- Participate in the development, implementation, and optimization of grants administration systems.

- Work with applicants and grantees through the entirety of the grants cycle, including application support, progress monitoring, and reporting.
- Manage grant review process, ensuring timely, consistent, and equitable evaluation and decision-making.
- Communicate actively and effectively with applicants and grantees throughout the grant cycle.
- Prepare reports about grantee performance for staff, board members, members of Congress and the National Endowment for the Humanities.
- Work closely with grantees and Humanities Tennessee's finance team to ensure timely grant payments.
- Participate in grant eligibility review with Program Director and other program staff.
- Manage applications, contracts, and records in Foundant and Salesforce.
- Occasionally assist with other program tasks, as assigned by Program Director.

Qualifications

The ideal candidate will possess the following qualifications:

- Deep knowledge of the Tennessee cultural sector
- Demonstrated commitment to and passion for equity, diversity, and inclusion.
- Three years working in grant administration or equivalent combination of education, training and/or experience in grant management.
- Competency with Microsoft Office Suite, Salesforce (or similar CMS tool), and Foundant grants management system
- Firm understanding of and enthusiasm for the humanities and the important role it plays in the cultural sector and communities in general.
- Outgoing, self-motivated, and detail-oriented, with the ability to work effectively within a team and in self-directed situations.
- Demonstrated ability to manage multiple tasks simultaneously and meet deadlines and program goals, while maintaining a calm, professional work style.
- Strong interpersonal skills and the ability to effectively manage relationships in a broad range of situations.
- Solid verbal, writing, and problem-solving skills.

To Apply

Please send a resume and cover letter to personnel@humtn.org. Due to capacity constraints, we will not be able to respond to every application. Due to COVID-19 precautions, all interviews will be conducted virtually.

Humanities Tennessee is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law.