



# Nebraska Humanities Council

## *Executive Director*

The Executive Director of the Nebraska Humanities Council implements, monitors, and evaluates the programs and policies established by the boards of the Nebraska Humanities Council and the Nebraska Foundation for the Humanities. S/he has a broad understanding of Nebraska's history and culture and is informed about its important public policy issues. S/he serves at the pleasure of the boards of directors, which through the Executive Committee establishes his/her salary and conducts his/her annual performance review.

The Executive Director oversees the Council's office and operation, with responsibility for hiring, providing orientation, supervising and evaluating staff, and for compliance with and the accuracy of all accounting and reporting required by federal, state, and private funding agencies. S/he delegates assignments to staff members that result in the effective implementation of the Council's and Foundation's programs and policies, including the appropriate use of technology to achieve the mission of the Council and Foundation. S/he conducts initial three – month and subsequent annual performance reviews for all employees and recommends salaries for approval by the Executive Committee of the Nebraska Humanities Council. S/he approves the Council's contracts for programming provided by other agencies such as Chautauqua, Nebraska Public Radio's "Humanities Desk" series, and the Center for the Book's Nebraska Book Festival.

With the approval of the board of the Nebraska Humanities Council and Foundation, the Executive Director budgets and manages the public and private funds that finance the Council's programs and operation. S/he develops and cultivates these resources through statewide public relations, fundraising activities, and legislative relations at the state and federal levels. S/he is the Council's chief spokesperson and its liaison with the National Endowment for the Humanities and the Federation of State Humanities Councils. S/he supervises Council and Foundation-sponsored events such as the annual Governor's Lecture in the Humanities and presentation of the Sower Awards. S/he serves on the board of the Nebraska Cultural Endowment and NCE committees and collaborates in its advocacy and fundraising.

In consultation with the Executive Committees of the Nebraska Humanities Council and the Nebraska Foundation for the Humanities, the Executive Director sets the agendas for the boards' regular meetings. S/he coordinates board nominations and conducts orientations for new members of the Council and the Foundation.

**Salary Range: \$65,000 to \$100,000 plus competitive benefit package**