

Director of Engagement

Full-/Part-Time:	Full-time
Regular/Temporary:	Regular
Salary:	\$65,000 to \$85,000
Benefits:	Health, dental and vision insurance (company pays part of employee coverage), life insurance, long-term disability insurance and 403(b) match of 10% after the first year of employment
Immediate Supervisor:	President and CEO
Purpose:	Lead community engagement and communications and support development strategies for Indiana Humanities

Application Process/Deadline:

To apply, send a resume (with references) and cover letter explaining your interest in the position to Keira Amstutz, president, at hr@indianahumanities.org. Applications are requested by July 12 but will be accepted until the position is filled. Early applications are encouraged.

Description:

Do you believe that the humanities (history, literature, civic education, languages, cultural studies, philosophy and ethics, etc.) can transform lives, build collaborative and inclusive communities and spark joy? Are you a natural connector, communicator and enthusiastic advocate for the humanities and the people of Indiana?

If so, Indiana Humanities would love for you to join our team!

We are hiring a new position, a director of engagement, to create and foster partnerships with a wide range of audiences statewide. This staff person will develop and implement strategies to deepen community engagement, lead the dynamic communications team and assist in the organization's fundraising



efforts. The director of engagement will be part of a nimble, versatile and growing team and will work closely with the president, board and all staff members—including those in communications, programs, grants and development.

The ideal candidate is passionate about the humanities, experienced in communications and strategic community engagement, knowledgeable about fundraising strategies, curious, a good listener, highly collaborative and creative.

Indiana Humanities is a statewide nonprofit dedicated to promoting the public humanities. We are a grant maker, a neutral convener, a facilitator, program partner and much more. We strive for an Indiana where the humanities belong to everyone, where action is rooted in insight and where community grows from conversation. Like all members of the Indiana Humanities team, this professional should be committed to our mission and exhibit our values of inclusivity, curiosity, community, creativity and partnership.

Responsibilities:

- Leads the community engagement efforts for Indiana Humanities, helping to provide Hoosiers with greater access to literature, history, conversation-based public programming and more.
- Develops and sustains partnerships with local, statewide and national audiences.
- Directly oversees, leads and manages the communications team (currently two other staff members) and charts direction for storytelling and advocacy.
- Communicates with broad and diverse audiences and develops strategies to reach various publics. Manages external public and community relations activities (including but not limited to traditional and social media, website, newsletter and collateral materials), as well as internal communications (staff and board).
- Works closely with programs, grants and development teams to identify and develop communications strategies and opportunities, along with project management and execution of assignments.
- Identifies content needs (e.g., web/digital, print, video and photography), makes assignments to internal staff and external consultants, and manages execution.



- Works collaboratively with Indiana Humanities staff and board to enhance development efforts.
- Cultivates and sustains relationships with donors in partnership with the staff and board development team.
- Manages relationships with external communications consultants and oversees any outsourced freelancers.

Knowledge/Skills/Abilities:

- Has excellent listening and written communication skills.
- Has a history of cultivating positive and productive relationships and partnerships with a wide range of people and organizations.
- Has an interest in and/or background in a field of humanities study, including but not limited to history, literature, civic education, languages, cultural studies, philosophy or ethics.
- Is a problem solver.
- Takes ownership of projects, has outstanding organizational skills and is able to meet and manage multiple deadlines.
- Pays keen attention to detail.
- Has experience managing a team and processes.
- Is comfortable speaking in front of groups.
- Is committed to equity and inclusion in the workplace, public programming and communications.
- Is available for occasional travel within Indiana (reimbursed).
- Has the flexibility to support occasional evening and weekend work.
- Multilingualism is a plus.

Education and/or Equivalent Experience:

- Bachelor's degree in a humanities discipline **or** equivalent combination of education and experience
- Five to seven years of community engagement and/or communications experience with a history of managing others

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.



Indiana Humanities is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions, and sexualities as well as veterans and people with disabilities.

Our offices are located near downtown Indianapolis in a lovingly restored historic home built by Indiana author Meredith Nicholson. Our office hours are 8:30 a.m. to 5 p.m., but we offer flexible working schedules to accommodate the professional and personal needs of our staff. Indiana Humanities is following the federal, state, local and CDC guidelines regarding Covid practices.

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Learn more about Indiana Humanities at www.indianahumanities.org.

