



DIRECTOR OF PROGRAMS

Job Summary:

The Director of Programs is the leader of Maryland Humanities' (MH) programmatic efforts and serves as a key member of MH's leadership team as a Senior Staff member. They will lead the program team in setting the vision for MH's programs while ensuring that the program team works collaboratively and purposefully towards advancing the mission of Maryland Humanities and the goals of the new strategic plan, [Humanities Now](#).

They are a strategic leader who will play an important role in fostering innovation and collaboration within program staff. They will support the success of the department and ensure that communication lines stay open. They will actively incorporate MH's equity and inclusion lens in all the work that they do.

The Director of Programs reports to the Executive Director (ED), supervises Program Officers, and works in close collaboration with Senior Staff to assist in leading Maryland Humanities. As a member of Senior Staff, they work closely with Maryland Humanities leadership to represent the program staff's perspectives in leadership meetings. Maryland Humanities' [core programs](#) include One Maryland One Book, Maryland History Day, and Museum on Main Street.

Salary Range: \$70,000–\$75,000

FLSA Status: Exempt, Full-time

Reports to: Executive Director

Working Conditions: Hybrid

Supervisory Responsibilities: This position will supervise the Program Officers who oversee and manage Maryland Humanities' core programs. We plan to begin recruitment to fill vacant Program Officer positions in the near future. This position may assist in the recruitment process.

Duties/Responsibilities:

Organizational and Departmental Leadership (70%)

- Provide leadership in working towards MH's new strategic priorities
- Work with the Senior Staff and program staff to establish program strategy
- Meet regularly with program staff to lead efforts at cross-programmatic alignment and collaboration
- Serve as a key member of organizational leadership team internally and externally

- Share learnings and contribute to outreach and partnership-building efforts through public speaking, presenting as a panelist at conferences, serving on grant panels, and engaging with community leaders
- Work with the board of directors' program committee and ED to ensure that the board understands and is committed to Maryland Humanities programs
- Work closely with the Advancement department to identify and support efforts to secure funding, and lead program efforts at reporting and acknowledgments of funding using the development equity lens/statement

Program Management (30%)

- Establish a culture of nimble programmatic efforts, including management of all special program initiatives
- Supervise program staff, conducting annual reviews and providing regular support and feedback to achieve strategic program goals and ongoing professional development
- Work with evaluation staff to implement evaluation protocols
- Assist program staff in determining work processes and developing departmental policies
- In collaboration with program staff, encourage, explore, and develop new programs and initiatives as well as lead the process to retire programs when deemed appropriate

Performing additional duties as assigned by the Executive Director

Required Skills/Abilities:

- Demonstrated initiative to learn and enhance skills that promote equity, inclusion, and cultural responsiveness, and an understanding of systems of oppression and their impact on community
- Demonstrated commitment to the creation of inclusive spaces and to the equitable treatment of all—including participants, audiences, supporters, staff, and board—at every level of the organization
- Attention to detail, accuracy, and consistency in executing tasks for internal as well as external audiences
- Ability to hold accountability and shared ownership of projects and tasks

Education and Experience:

- Proven and recurring success developing and implementing public programs, or relevant experience where comparable knowledge, skills, and abilities were gained
- Demonstrated experience managing staff and participating in departmental or organizational leadership, or relevant experience where comparable knowledge, skills, and abilities were gained

Preferred Attributes and Qualities:

- Skilled in examining and re-engineering operations and procedures
- Adaptable to change

- Strong communication and active listening skills with coworkers and a wide range of stakeholders
- Dependability and timeliness
- Ability to anticipate needs and align resources

Working Conditions and Physical Requirements:

- Maryland Humanities offices are located in Baltimore, MD. The office is open for staff to work from as needed. Each staff person is expected to join on-site team meetings at least 1 day per month
- Prolonged periods of sitting and working on a computer

Additional Details:

No one candidate will be perfect for this job. The skills and experience needed to be successful in this job exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. Maryland Humanities is happy to leave that statistic in the past. No one ever meets 100% of the qualifications. Please just apply.

What we are offering:

- The annual salary for this position is \$70,000–\$75,000.
- Employees are eligible for employer-provided health and dental insurance coverage (two plans offered, including one 100% employer paid), flex benefits, retirement (including a 4% employer contribution), monthly stipend to offset parking and/or work-from-home expenses, and annual funding for professional development.
- We have 21 days of vacation per year and 12 days of sick leave per year as well as access to advance and donated leave if needed
- Each employee has 15 paid holidays and 2 floating holidays. Access to holiday exchange (i.e. observing Eid Al-Adha instead of Christmas)
- We offer a sabbatical with up to 6 weeks after five years of service and up to 10 weeks after 10 or more years of service.
- We offer Extended Family and Medical Leave of 12 weeks with additional eligibility for 4 weeks of a gradual return to work
- We traditionally close the offices at the end of the year, Dec 24–Jan 1.

[Maryland Humanities' staff have established shared working values, linked here.](#)

What to Expect:

Step one: All submissions will be reviewed and the initial candidate pool will be formed. Not all submissions will make it into the candidate pool. Once the pool of candidates is established, a brief phone interview will be set up with the Executive Director.

Step two: Remaining candidates will take part in an interview with members of the Maryland Humanities Team via Zoom or in-person depending on the state of the pandemic, and the comfort level of everyone involved. The final candidate will be selected after this interview.

Step Three: Selection and placement of the final candidate. Placement for this position is anticipated to occur in August 2022. Once the final candidate has accepted their offer of employment, all other applicants will be notified of their status.

To Apply: To apply, please prepare the following materials: cover letter and résumé via email to hr@mdhumanities.org with the subject line as “Director of Programs;” no phone calls please. For best consideration, applications are due by July 8. Search will remain open until filled.