

## Wyoming Humanities Director of Grants and Programs

**Description** Develops, implements and manages WYH grant making and programming including ongoing grants and core programs as well as thematic, initiative-driven grants and programs. Responsibilities include outreach and evaluation and developing working relationships with partner organizations.

**Position Type and Location** Full time, exempt position reporting to CEO. WYH will consider home-based candidates from across Wyoming.

### Primary Responsibilities

- Conceives of and develops processes and goals for grant program lines
- Manages entire grant life cycle process and coordinates contacts, schedules, calendars, databases and on-line systems including Salesforce and Foundant
- Promotes and provides training and capacity building for applicants and grantees, including development and maintenance of scholar database
- Supports the Grants Committee in their evaluations of applications
- Updates grant application materials and processes
- Conducts/compiles/writes annual report and evaluation of the grants program
- Researches state-of-the-art grant-making operations and processes
- Conceives of special themes and potential speakers/projects that could be grant-making opportunities and WYH programming
- Explores ways to encourage community engagement with Wyoming Humanities
- Manages, evaluates, creates summary reports, and of WYH programming such as Wyoming Crossroads, *Museum on Main Street* and American Indian Cultural Programming
- Works with Communications Director to market, promote and strategize grantee events, projects and WYH programs

### Knowledge, Skills, and Abilities

- Independent, well organized worker and team champion
- Ability to work with the public and strong interpersonal skills
- Extensive experience with public programming and audience development
- Strong organizational and administrative skills
- Strong writing skills including grant writing; and public speaking skills
- Demonstrated experience with fostering partnerships and building constituencies
- Experience with adult and community education
- Familiarity with current technology approaches regarding programming
- Knowledge humanities disciplines and approaches for public audiences
- Demonstrated interest and background in the humanities

### Requirements

- Advanced degree in cultural/arts management, public history, or a humanities discipline or equivalent experience

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