

Position Description of the Executive Director

Summary

The position of Executive Director of the Northern Marianas Humanities Council (Council) is located in Saipan, Commonwealth of the Northern Mariana Islands. The Executive Director is appointed by and serves under the direction and supervision of the Council's Executive Committee through the Chair of the Northern Mariana Islands Council.

Duties and Responsibilities

- Directs and manages the Council's administrative and programmatic activities.
- Under the supervision of the Executive Committee, the Executive Director plans, organizes, and coordinates the hiring and supervision of a core staff in the exercise of their duties and responsibilities.
- Is responsible for carrying out decisions and orders delegated to him by the Executive Committee, specifically in the management of the organization and coordination of program activities of the Council.
- Prepares and recommends for the Council's approval a master plan which should include an annual plan.
- Prepares quarterly reports and an annual report of the Council's operations and activities for each fiscal year within three months of the end of the fiscal year, including appropriate financial statements, and submit a draft of the report to the Council for approval.
- In consultation with the Chair, prepares agenda items and keeps minutes of Council committee meetings.
- Prepares policy and implementation regulations to control and manage the work of the Council and its staff and files periodic reports of activities for review and endorsement of the Executive Committee.
- Updates for periodic review and endorsement policies and administrative protocols utilize to operate and maintain activities of Council personnel and staff, travel, finance, and procurement.
- Documents periodic reports to the Council issues, developments and initiatives involving the CNMI, the Pacific Basin Region, National Endowment for the Humanities (NEH) and other relevant organizations.
- Initiates special Council programs and efforts to encourage active community organizations and participation involving schools, civic organizations, scholars, community interest groups, government, business sectors and the general public.

- Initiates, solicits and coordinates Council fundraising activities through active public relation campaigns.
- Prepares appropriate Request for Proposal documents to promote a wider community participation and competition for available Council funds for local programming. Develops and maintains comprehensive record keeping system for easy access and public information of Council's activities.
- Plans and implements, in consultation with the Council or Executive Committee, the annual Council retreat and related functions, training and orientation of new Council members.
- Develops, executes, and monitors the development of a marketing plan that promotes the vision and mission of the Council, its activities, grant programs, and its overall strategies/objectives. The marketing plan should incorporate a variety of platforms, including social media initiatives that are appropriate to effectively reach target audiences.
- Serves as the spokesperson for the Council to media and other external organizations.
- Develops application packages for re-grants for Council's approval, conducts orientation workshops for potential grant applicants, assists organization wishing to submit proposals, conducts technical reviews of grant proposals, monitors progress of funded Council activities and prepares evaluation reports on completed projects.
- Facilitates Council functions and serves as the liaison between the Chair and Council staff, prepares and coordinates Council meeting schedules and agenda, and organizes and documents minutes and reports of regular and special Council meetings.
- Prepares and submits all required reports to NEH and other appropriate agencies on time.
- Provides periodic advisory and bulletins to the Council regarding NEH rules, regulations, and other related developments and changes that may affect the work and operations of the Council.
- Conducts daily supervision of staff functions and documents problems, constraints, and drawbacks with respect to the work of the staff to the Council.
- Conducts periodic audits of position descriptions of Council staff and match findings in line with staff performance and accomplishments.

General Qualifications

The Executive Director must possess a Bachelor's degree (Master's degree preferred) in an area of the humanities from an accredited post-secondary institution.

The Executive Director must have adequate supervisory experience of at least three years as a director of programs preferably relating to the humanities and at least three years of experience of Federal programs administration preferably in an area relating to the humanities.

The Executive Director must have a solid knowledge of accounting, budgeting, financial management, marketing and strategic planning.

The Executive Director must have demonstrated experience with resource development, fundraising strategies, and cultivating donor relations.

The Executive Director must have an in-depth knowledge of Northern Mariana Islands culture, history, political and social developments, current events, and he/she must have familiarity with the Pacific region as a whole.

The Executive Director must possess initiative ability to work well in a multicultural setting, leadership and possess a high level of communication skills.