

Position Summary

We are looking for a highly collaborative, detail-oriented, systems leader to join the Alaska Humanities Forum as **Vice President of Operations**. Reporting to the President and CEO, the Vice President of Operations serves as an integral member of the strategic leadership team and is responsible for the development and supervision of the Forum's operations, including strategic planning, systems and policy development, oversight of financial processes, human resources, risk management, internal controls, contract negotiation and management, IT, federal and state compliance and reporting, and office management. The Vice President of Operations serves as the staff liaison to the Audit and Finance Committee of the Board of Directors.

The Alaska Humanities Forum

The Alaska Humanities Forum (the Forum) is dedicated to connecting Alaskans and strengthening communities across the state. We design and guide experiences that bridge distance and difference, foster connections, build capacity, and deepen understanding among Alaskans. We create the space for Alaskans to share their stories, ideas, and perspectives so that they may better understand themselves, one another, and the human experience. Since 1972, the Forum has represented and served Alaska as one of 56 state and territorial councils supported by the National Endowment for the Humanities (NEH) and as a member of the Federation of State Humanities Councils.

The Forum's work falls into three main categories:

1. We utilize cultural immersion, reflective learning, and place-based exploration to better prepare and connect educators and youth in rural and urban communities across Alaska.
2. Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.
3. The Forum leads, hosts, and funds public events, programs, and community discussions. We empower Alaskans as co-creators in our state's history, narrative, and future.

Organization and Department Leadership

The Vice President of Operations will manage the Operations Team and serve as a member of the Strategic Leadership Team. Responsibilities include:

- Establishing, implementing, and communicating the strategic direction of the organization's operations division.

- Collaborating with the CEO and senior leadership team to develop and meet company goals while supplying expertise and guidance on operations projects and systems.
- Collaborating with other divisions and departments to carry out the organization's goals and objectives.
- Identifying, recommending, and implementing new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials.
- Ensuring that departmental decisions and project plans such as those for staffing, development, organization, material efficiency, hardware acquisitions, and facilities are in line with the organization's mission and vision.
- Establishing, communicating, and implementing operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution.
- Establishing and administering the department's budget.
- Presenting periodic performance reports and metrics to the CEO and other leadership.
- Maintaining knowledge of emerging technologies and trends in operations management.
- Identifying training needs and ensures proper training is developed and provided.

Finance and Accounting

The Vice President of Operations should possess an adequate level of experience and understanding of financial and accounting operations. All high-level finance work will be conducted by an external contractor, however the processing, recording and management of the financial and accounting systems will be the responsibility of the Operations Department. Responsibilities include:

- Working with CEO and senior staff to create annual mission-driven budget
- Preparing financial reporting for board finance committee and board of directors
- Preparing statements and regular financial meetings with department leaders
- Working with Operations Team to process payroll, accounts receivable, accounts payable, and credit cards
- Serving as primary contact to financial institutions and investment managers
- Conducting monthly drawdowns from the National Endowment for the Humanities and other federal agencies.
- Maintaining accounting records for the organization in accordance with Generally Accepted Accounting Principles (GAAP)
- Managing the annual 990 filing and financial audit process with an outside audit firm
- Analyzing financial operations with an eye for continuous improvement
- Reviewing and approving cost-control reports, cost estimates, and staffing requirements for projects.

Human Resources

The Vice President of Operations will oversee all human resources functions for the organization. Responsibilities include:

- Leading, promoting, and maintaining HR strategy, policies and procedures that contribute to an equitable, inclusive and effective organizational culture and workplace
- Maintaining, updating, and communicating Forum policies and practices, including the personnel policies manual.
- Developing and overseeing the administration of employee benefits program, including health insurance and our 403(b)
- Developing and overseeing employee hiring, evaluation, professional development, onboarding and off-boarding policies and procedures
- Managing general liability insurance policies and compliance-related items
- Supporting the organization's commitment to diversity, equity and inclusion (DEI) through participation and leadership in personal and professional development opportunities, as well as strategic DEI initiatives

Contract Negotiation and Management

The Vice President of Operations will work with program directors, external partners, and the CEO to negotiate and manage all organizational contracts. Responsibilities include:

- Developing systems and materials for effective creation and execution of contracts including serving as point person for the legal department
- Working with external partners to ensure positive relationships, timely payments, manage contract changes/amendments, and resolve conflicts
- Working with internal staff and external partners in the development of new grants and new contracts ensuring agreements are accurate and sustainable
- Responsibility for federal and state compliance and reporting

Office Management

The Vice President of Operations will oversee all of office functions, equipment and service providers. Responsibilities will include:

- Managing IT and all equipment contracts
- Overseeing "Master Calendar" outlining organizational activities
- Overseeing all office functions including mail, petty cash, building management and maintenance contracts, storage facilities, and staff security

Qualification/Requirements:

- Experienced leader with a track record of taking initiative to solve problems and consistently evaluating work through an equity and inclusion lens
- Ability to read, analyze and interpret technical, financial and legal documents.
- Ability to respond to common inquiries or complaints from employees, participants or members of the business community.
- Ability to effectively present information to top management, public groups and/or board of directors.
- Proficient personal computer skills including electronic mail, recordkeeping, routine database activity, word processing, spreadsheets, and graphics. Experience with QuickBooks preferred, but not required

- Ability to handle multiple tasks simultaneously
- Ability to handle a rigorous schedule of deadlines

Education/Training/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; master's degree preferred. 8-10 years related experience and/or training; or equivalent combination of education and experience. Preference for experience in senior or executive level management

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lead and participate in Zoom meetings up to four consecutive hours with short breaks.
- Must be able to lift up to 15 pounds at times.

Equal Opportunity Statement:

At the Alaska Humanities Forum, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. We believe that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Application and Hire Date: To be considered for this position, send a letter of interest, completed application form (available at akhf.org), and résumé to kfasbender@akhf.org. Applications will be accepted through **August 15, 2022. September 15th, 2022 start date is preferred.**