

Vice President of Programs

Position Summary

The Vice President of Programs serves as a member of the Forum’s strategic leadership team and reports directly to the President and CEO. This position is responsible for oversight and leadership of all program divisions including Cross-Cultural, Leadership, and Conversation Programs. Areas of responsibility include personnel management, budget and policy development, professional development, internal and external communications, internal and external reporting, data management, external partnership building, new program development and continuous program improvement.

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 (“program divisions”):

Cross-Cultural: 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.

Leadership: Our leadership programs build capacity across industries and sectors to grow a statewide network of thoughtful, engaged, ethical, and courageous leaders for Alaska.

Conversation: 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.

Primary Areas of Responsibility

Strategic/Organizational/Program Leadership

- Serve as a senior leader for the organization. In collaboration with program division directors and strategic leadership team, responsible for helping to set organizational and program direction and strategic goals.
- Help to build and foster a strong and collaborative organizational culture.
- Maintain a high level of communication and collaboration with Forum staff.

- Collaborate with division directors and strategic leadership team to develop a clear vision, operational plan, and metrics for program impact and continuous quality improvement.
- Ensure that program decisions and plans are in line with the organization's mission and vision.

Personnel Management

- Provide supervision and evaluation for program division directors.
- Foster a culture of professional learning, growth, and collective leadership across the program divisions.
- Review and approve timesheets and leave requests, as well as expenditure and reimbursement requests.
- Work with division directors to allocate staff workload effectively across teams.
- Identify staffing needs and hire new staff as needed.
- Identify program staff professional development needs and ensure proper training is developed and implemented.

Program Development, Evaluation, and Reporting

- Identify, recommend, and implement new processes, technologies, and systems to improve program quality and effectiveness.
- Ensure effective and high-quality programs by establishing, implementing, and communicating program policies, practices, standards, and security measures.
- Maintain up-to-date knowledge of emerging research, tools, and programmatic approaches that can be used to improve and grow programs.
- Work with program division directors and senior staff to identify and develop opportunities for new programming.
- Work with program division directors and senior staff to evaluate existing programs.
- Work with program division directors and senior staff to continuously improve program quality and outcomes.
- Work with program division directors and senior staff to develop and manage data collection and reporting infrastructure.

Partnership Development and Public Engagement

- Cultivate strong external relationships and identify partners for new programs.
- Communicate key program updates and achievements to the Forum board of directors and stakeholders.
- Share program performance via presentations at conferences and with the public.
- Oversee preparation of impact reports for internal and external stakeholders (CEO, Board, donors, grantors, etc.).
- Collaborate with the Vice President of Development to identify funding opportunities for programming. Solicit potential funders and develop proposals and grant applications.

Internal Communication and Reporting

- Ensure strong and consistent lines of communication organization-wide, between divisions, within program divisions, and between program teams.
- Manage and monitor all program reporting including federal, state, foundations, contracts, etc.
- Present program performance reports and metrics to the CEO and board.

Budget management

- Collaborate with program division directors to establish and administer all program budgets.
- Meet with Operations and program division directors regularly to monitor and manage budgets.

Other Duties:

- Demonstrate commitment to the Forum's programs and the teams that support those programs by attending and participating in programming regularly.
- Design and facilitate program workshops, conversations, and events for own professional development, and as needed to support staff.

Qualifications:

- **Program Leadership and Management:** This individual will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. They will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.
- **Team Building and Development:** The successful candidate will have recruited, managed, and developed a strong team of staff at a variety of levels. This individual will serve as a “player/coach” to motivate and mentor their team.
- **Exceptional Communication Skills:** As a voice of and advocate for the Forum, the VP of Programs will have strong written and verbal communication skills. They will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations. Ideally, this person will have previous experience serving as an effective spokesperson for their program, department, or organization.
- **Program Development:** This person will have a strong background in program development and implementation. The ideal candidate will have experience designing and leading educational and/or community-based events, workshops, and dialogues with diverse populations.

Knowledge, Skills, and Abilities

- An advanced degree, with 8-10 years of management experience.
- Unwavering commitment to quality programs.
- Passion for and commitment to the Forum’s mission.

- Excellence in organizational and project management, with the ability to achieve strategic objectives.
- Ability to develop and manage a budget.
- Strong analytical skills, basic business intuition, and common sense.
- Demonstrated fundraising experience with ability to engage a wide range of stakeholders including advisory groups, coalitions, forums, foundations, corporate sponsors, and practitioner groups.
- Ability to work effectively in collaboration with diverse groups of people.
- Commitment to working collaboratively with a management team of senior professionals.
- Solid judgment and ability to be self-directed, with demonstrated leadership skills.
- A team player who can work effectively with peers and other associates within a collegial, yet demanding, work environment.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Impeccable integrity.
- A positive attitude.
- A strong work ethic.

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 lasting up to four consecutive hours with short breaks.
- Must be able to lift up to 15 pounds at times.

Conditions of Employment

The **Vice President of Programs** role is an exempt, full-time position based at the Forum offices in Anchorage with a regular weekday work schedule of 40 hours per week. This position will involve some weekends & evenings. Benefits include medical and dental, nine paid holidays per year, nine earned paid time off hours each pay period, paid family leave, and a 403(b)-retirement plan.

The salary range for this position is \$80,000-\$100,000 depending on experience and qualifications.

Application and Hire Date

To apply, please visit <https://alaskahumanitiesforum.bamboohr.com/careers>. Applications will be reviewed on a rolling basis through November 30, 2022. If you have any questions about the application, please reach out to Kameron Perez-Verdia at kperezverdia@akhf.org

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.