



## JOB POSTING: GRANTS PROGRAM OFFICER

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### ORGANIZATION

Humanities Texas is the state affiliate of the National Endowment for the Humanities. Our mission is to advance education through programs that improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning for all Texans.

### GRANTS PROGRAM OFFICER

Humanities Texas seeks to hire a grants program officer on a twelve-month contract.

Our grants enable communities throughout the state to develop programs of local interest promoting heritage, culture, and education. Since 1974, we have awarded more than 3,300 grants supporting a wide range of public humanities programs, including lectures, oral history projects, museum exhibitions, teacher institutes, reading programs, and documentary films. More information about our grants program is available online: [www.humanitiestexas.org/grants](http://www.humanitiestexas.org/grants).

This spring, Humanities Texas anticipates launching several special grant initiatives supporting cultural institutions 1) that suffered damage and losses as a result of the February 2021 winter storm and 2) that continue to face challenges posed by the pandemic. The responsibilities of the grants program officer will include supporting the promotion, award, and administration of these grants, along with support of our regular grants program. The grants program officer will report to the assistant director of grants but work closely with other staff. This full-time, twelve-month position features an excellent benefits package, including medical, dental, life, and disability insurance.

### SPECIFIC RESPONSIBILITIES

- Track grant applications and funded projects using the in-office Filemaker Pro database.
- Manage grants-related correspondence and documentation.
- Answer questions about the Humanities Texas grants program and assist applicants in the development of effective grant proposals that adhere to organizational and federal guidelines.
- Support Humanities Texas's transition to an online grant application and management system.
- Compile program-related statistics.
- Prepare materials for meetings of the Humanities Texas board and its grants committee.

The position will also require general administrative responsibilities and occasional weekend work.

### MINIMUM REQUIREMENTS

- BA/BS degree, preferably in the humanities.
- One to two years of program/project management experience.
- Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work.
- Excellent written and verbal communication skills.
- Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents.
- Proficiency with word processing, email, spreadsheet, and database software.
- Interest in and enthusiasm for the humanities, particularly public humanities programming.

## OTHER DESIRABLE EXPERIENCE

- Three or more years of program/project management experience.
- Familiarity with cultural and educational organizations in Texas.
- Experience with Filemaker Pro, Adobe Creative Suite, Microsoft Office, and online content management systems.

## HOW TO APPLY

Please email resume, cover letter, and names of three professional references (all in PDF format) to [jobs@humanitiestexas.org](mailto:jobs@humanitiestexas.org) and specify “grants program officer” in the email subject line. Preliminary review of applications will begin immediately.

Grants program officer search  
Humanities Texas  
1410 Rio Grande Street  
Austin, TX 78701

Humanities Texas is an equal opportunity employer.  
Posted 3/1/21; open until filled.